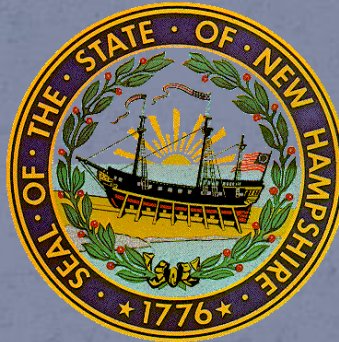


2018

# Spring Regional Workshops



David Scanlan – Deputy Secretary of State  
Anthony Stevens – Assistant Secretary of State  
Bud Fitch - Assistant Secretary of State  
Colleen McCormack – HAVA Office  
Debra Unger – HAVA Office  
Sheila Dodge – HAVA Office

# Security

- ☐ What are 3 things you would do to improve security in your office?
  - ✓ Write them down on the handout we gave you.
  - ✓ We do not want to see them.





# ElectionNet / Help / Instructions

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.





# Think your data is Safe?





# Security

## HOW TO IDENTIFY PHISHING SCAMS AND PROTECT YOURSELF

### Deceptive Phishing



Email messages claiming to come from recognized sources ask you to verify your account, re-enter information, or make a payment.

#### SCAM'S OBJECTIVE:

Trick you into providing the details they need to access your bank account.



#### HOW TO AVOID IT:

Look out for generic greetings or requests for information that the sender should already have.



USERNAME:   
PASSWORD:

# Security



- ❑ A colloquial term that can be used to describe any highly targeted phishing attack.


## Spear Phishing

A more sophisticated version in which the sender uses available information to direct their request at you.

**SCAM'S OBJECTIVE:**  
Directly target you to acquire your banking details or other data.

**HOW TO AVOID IT:**  
Look out for typos, and 'alarming' threats or ultimatums.







# Security

- ❑ Faking the sending address of a transmission to gain illegal entry into a secure system.

## Spoofing



Phishers use an email address similar to that of an authority figure to request payments or data from others within the company.

### SCAM'S OBJECTIVE:

For the victim to transfer money directly to the cybercriminals.

### HOW TO AVOID IT:

Double-check suspicious requests with the boss before putting the business in jeopardy.





# Security

- ❑ When someone hijacks a website's domain name and redirects visitors to a fraudulent site.

## Pharming

Fraudsters hijack a website's domain name and use it to redirect visitors to an imposter site.

### SCAM'S OBJECTIVE:

To intercept and steal online payments.

### HOW TO AVOID IT:



Check that the URL of any site asking for data is authentic – look for the secure certificate.



# Security

❑ Malware installed!!!!

## Whaling



Realistic-looking emails claiming to come from Dropbox request the user to click through to “secure” their account or download a shared document.

### SCAM'S OBJECTIVE:

To install malware on the victim's computer.



### HOW TO AVOID IT:

Set up two-step verification, for example with a USB key.





# Security

- ❑ A message invites victims to view documents on Google Docs, but entering your credentials sends your information straight to the scammers.

## Google Docs Phishing

A message invites victims to view documents on Google Docs. The landing page is indeed on Google Drive so it seems convincing, but entering your credentials will send them straight to the scammers.

### SCAM'S OBJECTIVE:

Access to your Google account, including Gmail, Google Play and Android applications.

### HOW TO AVOID IT:



Examine the page carefully for errors, such as corrupt characters in the language selection box. Check which service you are entering – it is listed below "One account. All of Google."





# Security

☐ Reduce your “Attack Surface”

✓ Are you a barn door?



✓ Or a key hole?



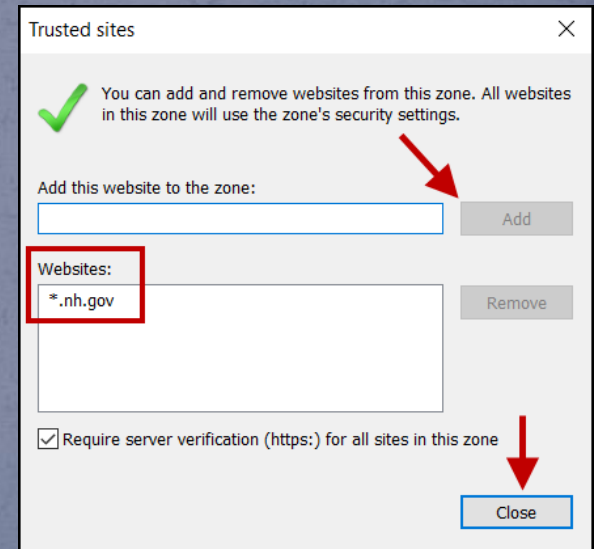
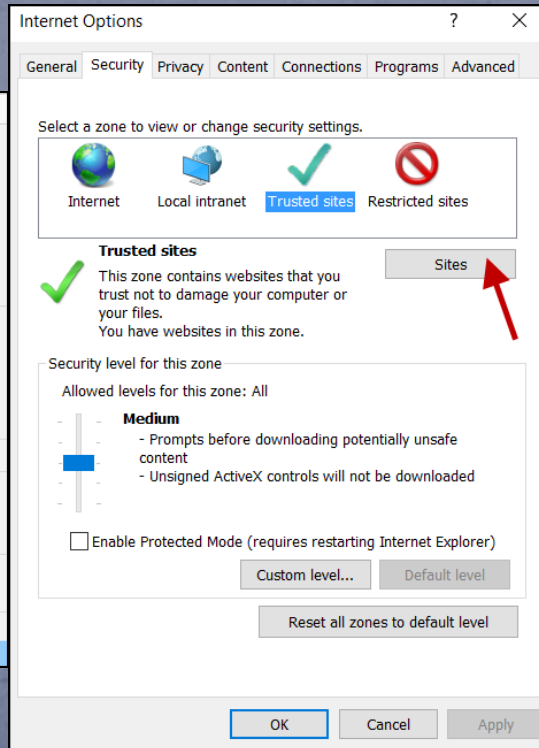
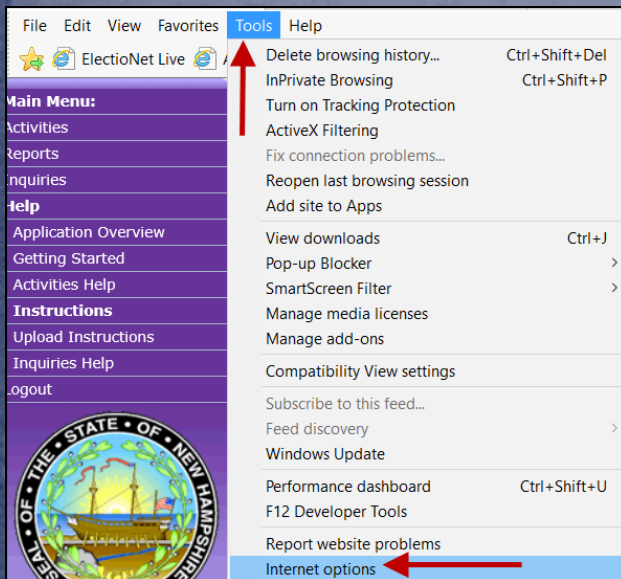
# Security

- ☐ Does your computer monitor face the public?
- ☐ Does your computer monitor face another employee who does not have access to ElectionNet?



# Security

- ❑ Is “nh.gov” listed as a “Trusted site” on your computer?
- ❑ ElectionNet -> Help -> Instructions -> IE - Trusted Site





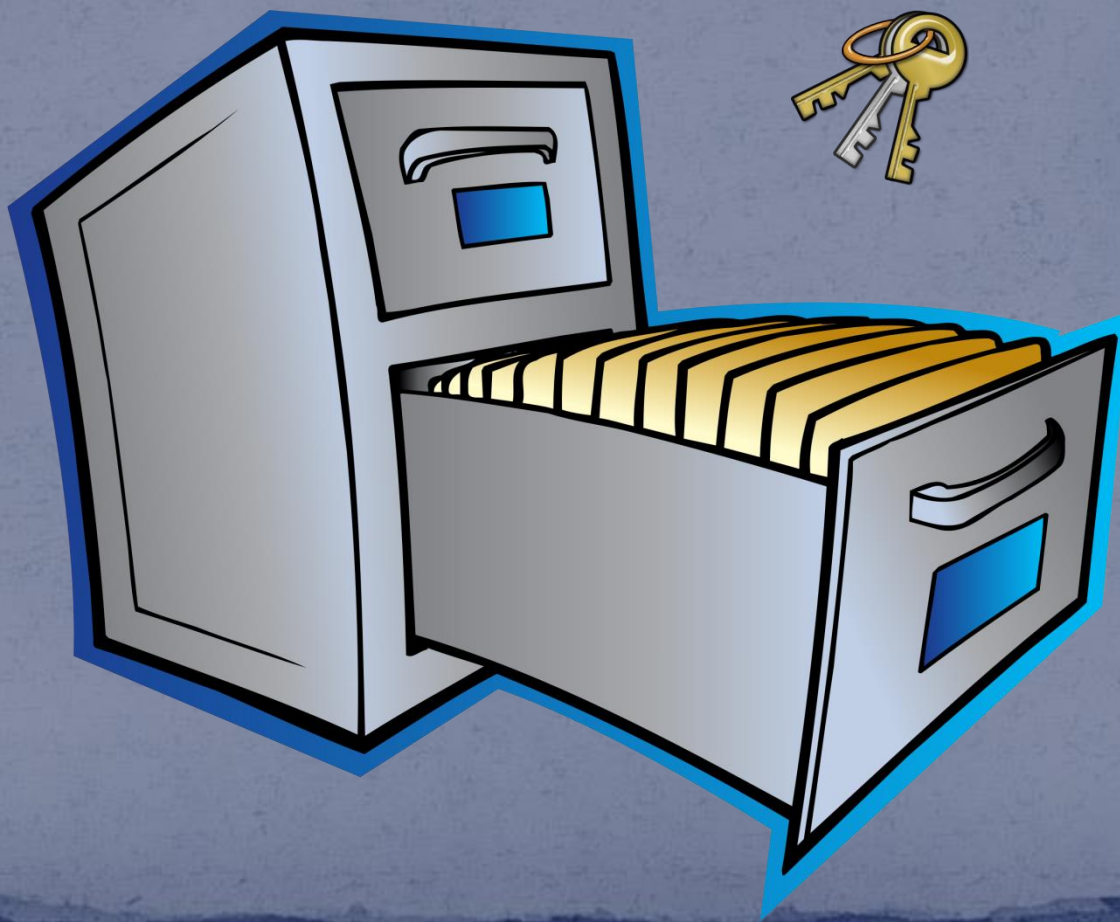
# Security

- ☐ Do you leave private information viewable to the public on your desk or in a file folder rack?
  - ✓ Private & Confidential information is contained on Voter Registration Forms.



# Security

☐ What would be a secure holding place for the in-take of the Voter Registration Forms?





# Security

- ☐ Do you have a lock on your office door?
- ☐ Do you know who has access to your office?
- ☐ Do you remind your employees to lock the door when they leave?



**NOTICE**

**PLEASE  
ENSURE THAT  
THIS DOOR  
IS LOCKED  
BEFORE YOU  
LEAVE!**





# Security

- ❑ Do you save your checklist and alpha voter list to your computer locally?
- ✓ We are a paper state.
- ✓ Elections will be able to run by printing from a previously saved checklist or alpha voter list.
- ✓ Report will show date report was generated

Town of ██████████, NH

Official Checklist

Print Date: 04/25/2018 STATE PRIMARY ELECTION - 09/11/2018 Page 1

Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID	Barcode
<b>Ward 00</b>							
<input type="checkbox"/> DEM	██████████ ANDON KEITH	<input type="checkbox"/>	457 KNOX MOUNTAIN RD		00	██████████ 7086	
<input type="checkbox"/> UND	██████████ ARON JOSEPH	<input type="checkbox"/>	22 PERKINS RD	PO BOX 100, ██████████, NH 03200	00	██████████ 7427	
<input type="checkbox"/> DEM	██████████ CHRISTOPHER	<input type="checkbox"/>	403 SANBORN RD	PO BOX 181, ██████████, NH 03200	00	██████████ 0011	
<input type="checkbox"/> DEM	██████████ DEVYN JEANNE	<input type="checkbox"/>	403 SANBORN RD	PO BOX 181, ██████████, NH 03200	00	██████████ 1310	
<input type="checkbox"/> DEM	██████████ JENNIFER ANNE	<input type="checkbox"/>	495 SANBORN RD	PO BOX 164, ██████████, NH 03200	00	██████████ 0080	
<input type="checkbox"/> DEM	██████████ JUDITH ANN	<input type="checkbox"/>	24 DEARBORN RD	PO BOX 191, ██████████, NH 03200	00	██████████ 0155	
<input type="checkbox"/> DEM	██████████ CTORIA FAITH	<input type="checkbox"/>	495 SANBORN RD	PO BOX 164, ██████████, NH 03200	00	██████████ 0083	
<input type="checkbox"/> DEM	██████████ WILLIAM L	<input type="checkbox"/>	24 DEARBORN RD	PO BOX 191, ██████████, NH 03200	00	██████████ 0156	
<input type="checkbox"/> LIB	██████████ MANTHA	<input type="checkbox"/>	723 SANBORN RD		00	██████████ 7201	

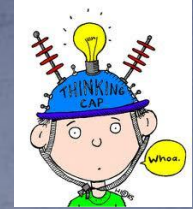
# Security

- ☐ Cool Cyber Security Terms you should become familiar with:
- ☐ Put on your thinking cap!





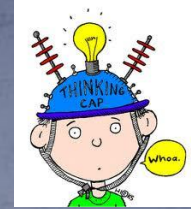
# Security



1. Adversary (Attacker)
  - a) A party who acts with malicious intent to compromise a system.
2. Advanced Persistent Threat
  - a) An adversary that possesses sophisticated levels of expertise and resources to mount multiple attacks.
3. Air Gap
  - a) A physical separation between systems that requires data to be moved by some external, manual procedure.
4. Authentication
  - a) Verifying the identity of a user, process or device.

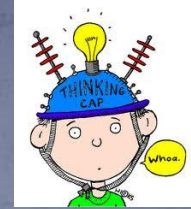


# Security



5. Attack Surface
  - a) The sum of the different points in a software/hardware environment where an unauthorized user can try to enter and change or extract data.
6. Attack Vectors
  - a) The route by which an attack is carried out. Attack vectors together make up attack surface. Attack vectors include user input fields, wireless, email attachments, and the Internet.
7. Breach
  - a) A compromise of security.

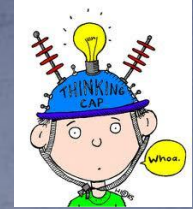
# Security



8. Blacklisting
  - a) Causing a list of entities to be blocked or denied privileges or access.
9. Backups
  - a) A copy of files and programs made to facilitate recovery if necessary.
10. Distributed Denial of Service (DDOS) Attack
  - a) The prevention of authorized access to computer resources.



# Security



11. Firewall
  - a) The process integrated with your computer system that detects undesirable applications and prevents remote users from accessing your computer.
12. Incident Handling
  - a) The reporting of and responses to attacks on your computer.
13. Malware
  - a) A program that is inserted to covertly compromise the victim's operating system.



# Security

## 15. Multifactor Authentication

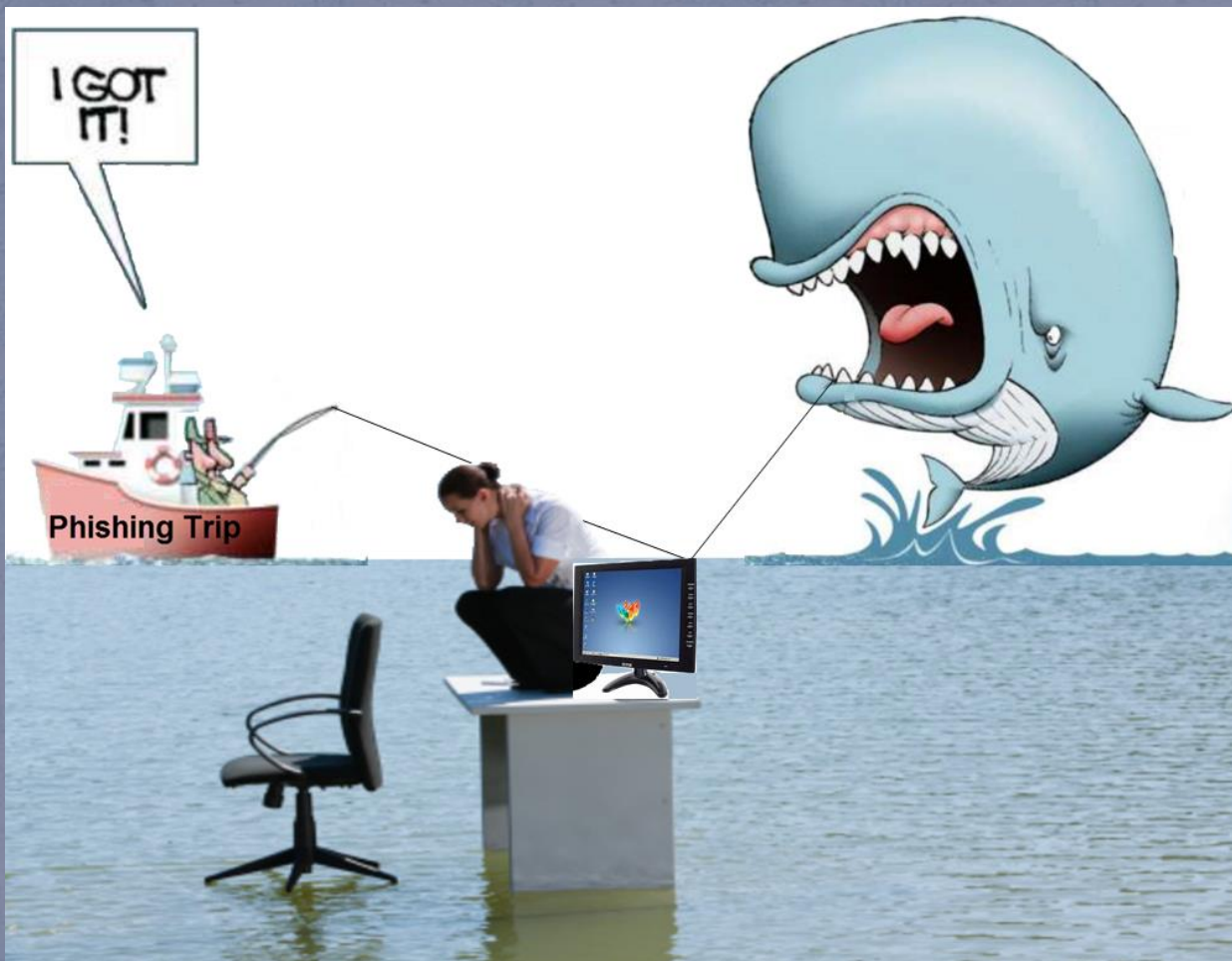
- a) Authentication using two or more factors to achieve authentication using factors you know. Such as: password, pin number, or something you are sent via a text or email.

## 16. Resilience

- a) The ability to continue to operate under adverse conditions. This is nothing new for Clerks!



# Security







# AND REVIEW

## **Electionet Process(es):**

- If a request is made for information from Electionet, stop and review the process.
  - Tell the requestor you need time to process the request and you will get back to them.
    - Give them a specific day and time.
- Electionet / Help / Instructions
  - Instructions for Electionet reports and forms
- If a process is not clear, call (800-540-5954) or email the Help Desk ([nhvotes@sos.nh.gov](mailto:nhvotes@sos.nh.gov))





# Checklist Requests

□ Reference RSA 654:31 for checklist charges:

- ✓ “...city or town clerk may provide public checklist information on paper, computer disk, computer tape, electronic transfer, or any other form.”
- ✓ DFE – Disk File Export is “electronic transfer”
- ✓ “...city or town clerk shall charge a fee of \$25 for each copy of the public checklist...more than 2500 names...
- ✓ shall
- ✓ ...charge a fee of \$25, plus \$.50 per thousand names or portion thereof in excess of 2500...
- ✓ Plus any shipping costs.”

# Emails

- ❑ [nhvotes@sos.nh.gov](mailto:nhvotes@sos.nh.gov) is NOT spam
- ❑ nh.gov should be added to your computer as a trusted site
- ❑ Triage your emails as they arrive:
  - ✓ Set up a folder by year in Outlook
    - ✓ 2018 – Secretary of State
  - ✓ Read and print the email
    - ✓ Put the emails in a 3-ring binder
  - ✓ File the email for future reference







# Request for Access – RAE Form



- ☐ Check “Oaths 101” for more information
- ☐ We only need oaths and RAE’s for users in *ElectionNet*:
  - ✓ Supervisors of the Checklist, Clerks, Deputies.
  - ✓ For Assistant Clerks we will need updated RAE’s & permission letters.
- ☐ Many of our RAE forms have not been updated since 2006. (Mostly supervisors of the checklist.)
- ☐ Keep a folder with all of the RAE information



# Town Questionnaire

Activities / Maintain City/Town Data / Election Officials

**Main Menu:**

- Activities
- Voter Registration
- Batch Elections
- 30 Day Letter
- CheckList Purge
- Purge Voters
- Maintain Voter History
- NCOA
- Maintain City/Town Data
- Maintain Clerk
- Election Officials
- Supervisor/Registrar's Meeting Details
- Add Street
- Maintain Street
- Street Name Change
- Add Rural Street
- Maintain Rural Street
- Maintain District Type

**Select List of Election Officials**

**Maintain Election Officials**

Election Official Title

- Ballot Clerk
- Clerk - Assistant
- Moderator
- Registrar
- Supervisor of the Checklist
- Supervisor of the Checklist Chair
- Selectman
- Ward Clerk

RSA 654:45, VII. The city and town clerk shall enter, maintain, and keep up to date election official contact information and polling place information as determined by the secretary of state in effecting election laws.





# Town Questionnaire

Activities / Maintain City/Town Data / Maintain Clerk

<b>Maintain Clerk</b>			
City/Town Name: <input type="text"/>			
City/Town Code: 07301			
Select for letterhead			
<input checked="" type="radio"/> City/Town Clerk			
First Name	<input type="text" value="MARILYN"/>	Title	<input type="text" value="TOWN CLERK"/>
Middle Name	<input type="text" value="E"/>	Term Exp. Date (mm/dd/yyyy)	<input type="text" value="03"/> / <input type="text" value="10"/> / <input type="text" value="2015"/>
Last Name	<input type="text" value="MONROE"/>	Number of Years in Service	<input type="text" value="7"/>
Suffix	<input type="text"/>		
<b>Address</b>			
Street Number	<input type="text" value="20"/>	Office Phone	<input type="text" value="603"/> - <input type="text" value="555"/> - <input type="text" value="2840"/> Ext <input type="text"/>
Street Name/PO Box	<input type="text" value="PARK STREET"/>	Home Phone	<input type="text" value="603"/> - <input type="text" value="555"/> - <input type="text" value="5178"/>
Unit	<input type="text"/>	Cell Phone	<input type="text" value="603"/> - <input type="text" value="555"/> - <input type="text" value="1234"/>
City/Town	<input type="text" value="ANYTOWN"/>	Fax	<input type="text" value="603"/> - <input type="text" value="555"/> - <input type="text" value="2560"/>
State	<input type="text" value="New Hampshire"/> ▼	Election Day #	<input type="text" value="Office Phone"/> ▼
Zip	<input type="text" value="03301"/> - <input type="text"/>	Day After Election #	<input type="text" value="Home Phone"/> ▼
		Email - Public	<input type="text" value="ANYTOWNNTC@GMAIL.COM"/>
		Email - Private	<input type="text" value="MMONROE@COMCAST.NET"/>
<b>Mailing Address (if different from the City/Town Address)</b>			
Street Number	<input type="text"/>		
Street Name/PO Box	<input type="text" value="PO BOX 7"/>		
Unit	<input type="text"/>		
City/Town	<input type="text" value="ANYTOWN"/>		
State	<input type="text" value="New Hampshire"/> ▼		
Zip	<input type="text" value="03301"/> - <input type="text"/>		

If you are also a Tax Collector, do **NOT** enter it in your title. It will not fit on our labels.



# Recent Emailing Statistics

## ☐ 301 Moderators

- ✓ 185 Have email addresses
- ✓ 116 Do not have email addresses
- ✓ 6 Emails bounced

## ☐ Email sent 2/9/18 to: 175 Moderators

271 Ballot Clerks  
453 Selectmen

## ☐ 90 Bounced





# ABSENTEE BALLOTS



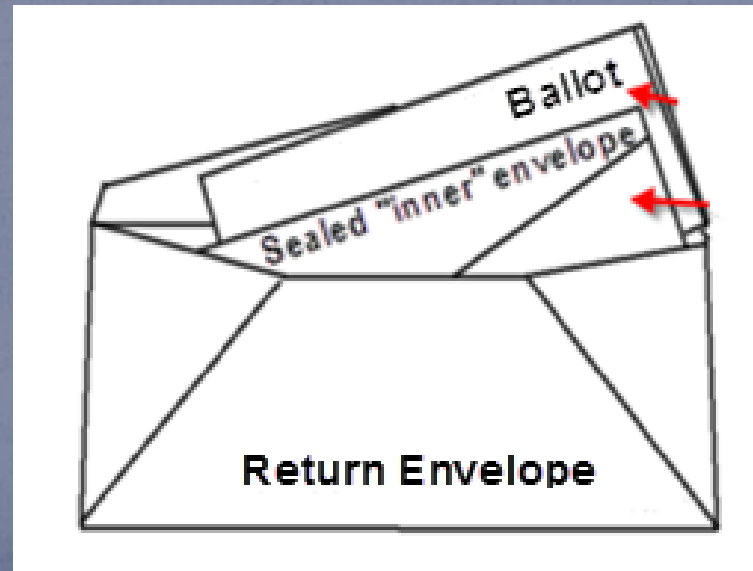
# Absentee Ballots

- ☐ Do not give out ballot inventory to:
  - ✓ Nursing homes
  - ✓ Assisted living facilities
  
- ☐ A deceased voter usually does not request an absentee ballot
  - ✓ Check your voter's status prior to sending out the absentee ballot



# Absentee Ballots

- ❑ Absentee ballots given in person – over the counter
  - ✓ They need to go in a return envelope
  - ✓ Cannot be only the affidavit envelope
  - ✓ Security - Protects the voter and you as the clerk





# Absentee Ballot Envelopes

- ☐ Absentee ballot envelopes are now all the same size for both Accuvote and Paper Towns
  - ✓ They are the larger envelopes
- ☐ Envelopes with “Black” writing are for all normal absentee ballot requests.
- ☐ Envelopes with “Red” writing are for all of the UOCAVA requests.
- ☐ You were sent out envelope request form by the main office.







# Absentee Ballot Envelopes

- ☐ NEW Envelopes with “Black” writing are:
  - ✓ “A”, “B” & “C”
- ☐ Accuvote Towns/Cities
  - ✓ Please use your “P” & “Q” envelopes until they are depleted
  - ✓ **Destroy all “O” affidavit envelopes**
- ☐ Paper Towns
  - ✓ You will need to order ALL new “Black” envelopes
  - ✓ **Destroy your old small “A”, “B” “C” envelopes**





# Absentee Ballot Envelopes

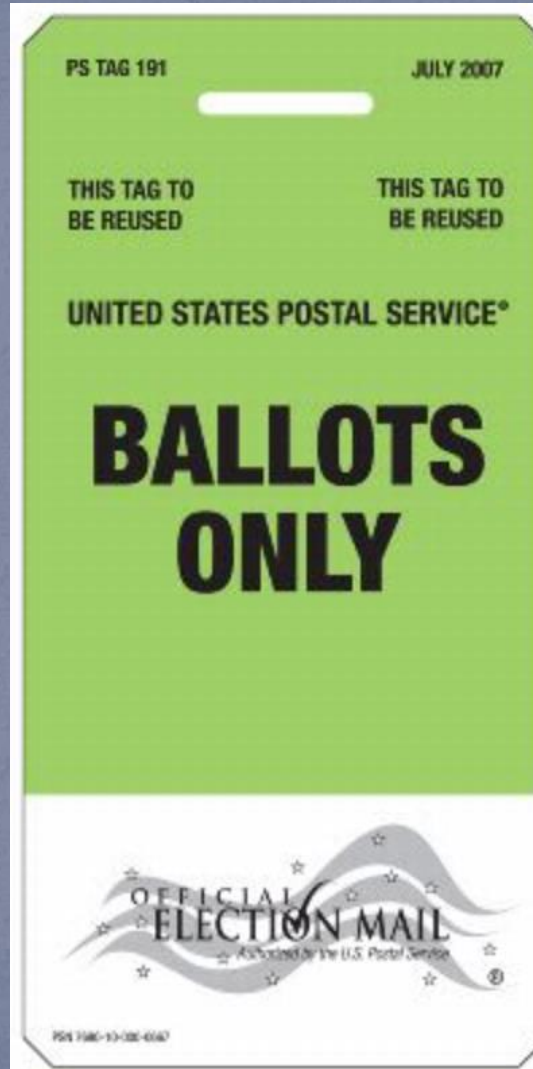
- ☐ NEW Envelopes with “Red” writing are:
  - ✓ “R”, “S” & “T”
- ☐ Accuvote Towns/Cities
  - ✓ **Destroy all “uocava-a” affidavit envelopes**
  - ✓ You will need to order “R”
- ☐ Paper Towns
  - ✓ You will need to order ALL new UOCAVA envelopes
  - ✓ **Destroy your old “E”, “F” & “uocava-p”**



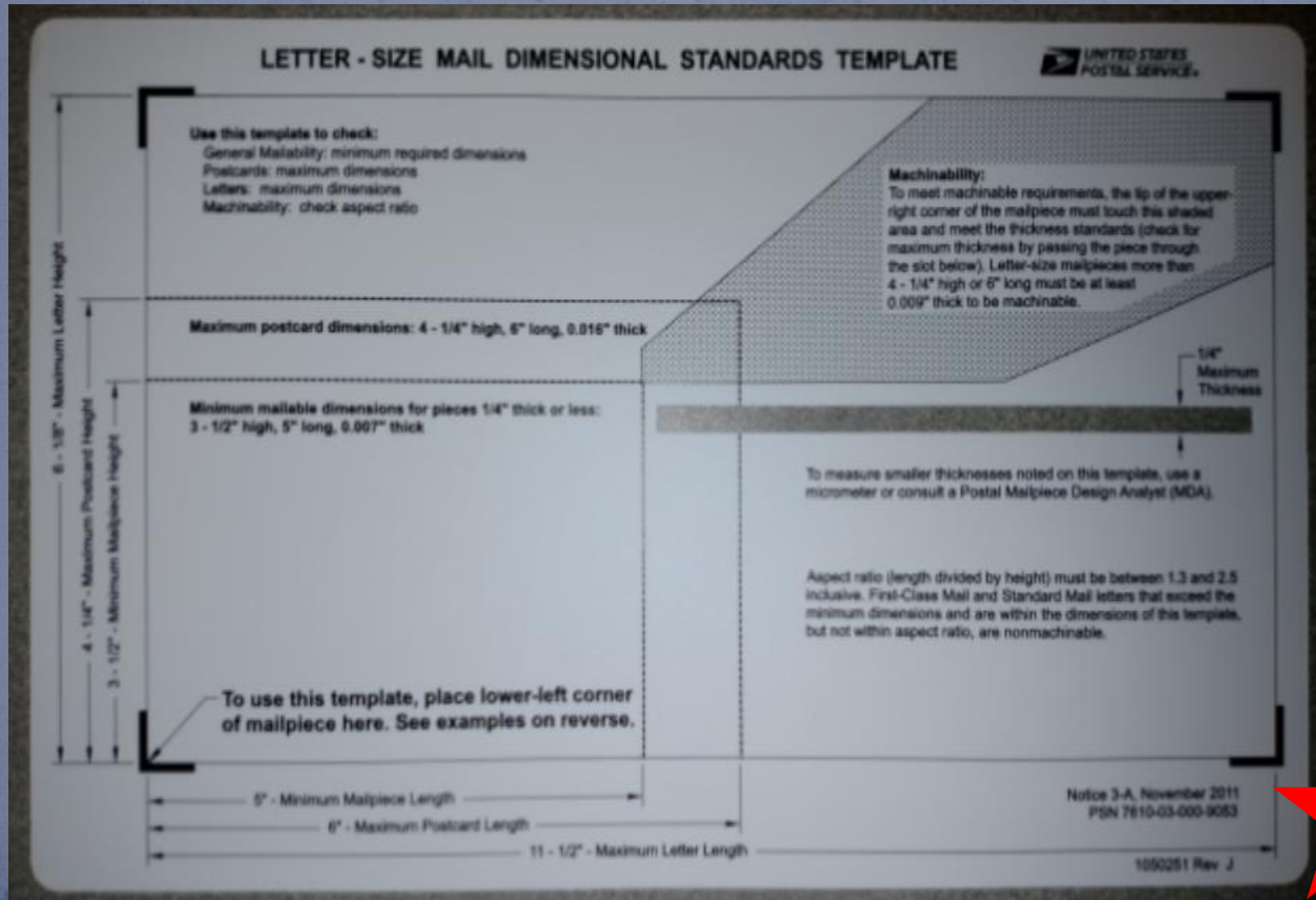


# Mailing Absentee Ballots

PS TAG 191 –  
Attach this tag  
to any outgoing  
absentee ballots



# Absentee Ballot Envelope Template





# Absentee Ballot Process

## Main Menu:

Activities

Reports

Inquiries

**Help**

Application Overview

Getting Started

Activities Help

**Instructions**

Upload Instructions

Inquiries Help

Logout



## Instructions

Click below for ElectionNet Instructions & Processes

[2015 - Camera Instructions](#)

[2016 - Accessible Voting System - Set up Booklet](#)

[2017 - Ballot Clerk Procedure - General](#)

[2017 - Ballot Clerk Procedure - Primary](#)

[2018 - Absentee Ballot Application](#)

[30 Day Letter Process - 2017 v5](#)

[Absentee - Not Registered to Vote Package 2018](#)

[Absentee Ballot Insert - 2018 v3](#)

[Absentee Ballot Label Process - 2018](#)

[Absentee Ballot List - 2018](#)

[Absentee Ballot Process - 2018](#)

[Absentee Ballot Rejected Reasons - 11-2016](#)

[Absentee Ballot Return Form - 2018](#)

[Alpha Voter List - Certification Page Template](#)





• [ElectioNet](#) / [Help](#) / [Instructions](#)

- Updated Page 135

• NOT UPDATED Page 135

- EPM 2016 – 2017 (page 134 – 137)

- 4 pages

- Note: 07/08 is the current version

# ABSENTEE REGISTRATION FORM – PERSONS WITH DISABILITIES

## State of New Hampshire ABSENTEE VOTER REGISTRATION FORM (RSA 654:17)

Enabling Residents Who are Physically Disabled to Register to Vote

### AFFIDAVIT

I, \_\_\_\_\_ do hereby swear or affirm, under the penalties for voting fraud set forth below, the following: \_\_\_\_\_

1. That my legal domicile is in the town of \_\_\_\_\_, New Hampshire. I will be of the age of 18 years or over on election day, and am entitled to vote in the election to be held in said town on \_\_\_\_\_, 20\_\_\_\_, except for the fact that my name does not appear on the checklist to be used in said town at such election;

2. That I am unable by reason of physical disability personally to appear before the supervisors of the checklist of said town to their regular sessions for the correction of the checklist or said election;

3. That I hereby enclose one of the following as proof of identity and domicile:

- (a) A copy of a current and valid New Hampshire driver's license or an armed services identification or other photo identification issued by the United States Government that shows my name and address; or
- (b) A copy of a current and valid photo identification and a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows my name and address at a current residence of a dwelling house or other facility offering that is a resident of that facility that was provided to me at any request pursuant to the administrator's duty to provide such a letter upon my request;

4. That I acknowledge that if I do not provide a copy of proof of identity and domicile as required by section 1 above, this application will not be approved; and

5. That I hereby make application for the addition of my name to the checklist of said town to be used at said election.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

### AFFIRMATION

I, \_\_\_\_\_, the undersigned witness, do hereby swear or affirm, under the penalties for voting fraud set forth below, that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above-stated \_\_\_\_\_ having submitted me to his or her signature signed the foregoing affidavit in my presence, and did before me swear to (or affirm) the truth of the statements therein contained.

Signature of Witness \_\_\_\_\_

Date \_\_\_\_\_

*In accordance with RSA 659:24, the penalty for knowingly or purposefully providing false information when registering to vote or voting is a class A misdemeanor with a maximum sentence of imprisonment not to exceed one year and a fine not to exceed \$2,000. Fraudulently registering to vote or voting is considered to be a criminal offense not to exceed 5 years.*

This form is the Voter Registration Form, when completed, are to be received personally by the Town or City Clerk of your domicile





# Absentee Ballots

- ☐ Clerks mark the return envelope “Not Registered” – RSA 657:16
- ☐ Send the voter the absentee voter registration documents and the absentee ballot.
- ☐ “Upon receipt of an outer envelope marked “Not Registered,” the clerk shall open the outer envelope....





# Absentee Ballots

- ☐ ALL other returned absentee ballots
  - ✓ “All such envelopes shall be preserved unopened until election day.” RSA 657:18
- ☐ “...Said clerks shall keep lists of the names and addresses, arranged by voting places, of all applicants to whom official absentee ballots have been sent....been returned...and shall record....in the statewide centralized voter registration database.” RSA 657:15



# Absentee Ballots

- ❑ How to return the ballot instructions
  - ✓ ElectionNet -> Help - > Instructions
    - Absentee Ballot Mail

## **PROCEDURE AFTER MARKING YOUR BALLOT:**

Fold the ballot and place it in the small affidavit envelope. Sign the affidavit that suits your situation and seal the envelope. Place the sealed affidavit envelope containing the ballot in the mailing envelope, fill in the name of the town or city where you are entitled to vote on said mailing envelope and write your full name, address and voting place in the upper left hand corner. Affix postage (if necessary) and mail the envelope or personally deliver it to the clerk so that it is received before 5:00 on the day before the election. An absentee ballot may be delivered in person to the town/city clerk by the absentee voter's parent, spouse, sibling or child. DO NOT leave your ballot in a box, on a desk or slipped through the clerk's window or door.





# Absentee Ballot Return Form

- ☐ How many know about the “Absentee Ballot Return” form?
- ☐ An absentee ballot may be returned by:
  - ✓ Spouse
  - ✓ Parent
  - ✓ Sibling
  - ✓ Child
- ☐ Do NOT include an absentee ballot return
- ☐ form with the mailed absentee ballot.
- ☐ Forms are to be filled out by family member at the Clerk's office.
- ☐ Form can be found in: ElectionNet -> Help -> Instructions

STATE OF NEW HAMPSHIRE  
Absentee Ballot Return Form  
(RSA 657:24)  
To be completed by the person who is returning an Absentee Ballot  
for someone other than themselves  
due to Absence, Religious Observance, or Disability

**I. I hereby declare that I am the voter's (check one):**  
☐ Spouse ☐ Parent ☐ Sibling ☐ Child  
Any person who votes or attempts to vote using an absentee ballot who is not entitled to vote by absentee ballot shall be guilty of a misdemeanor. RSA 657:24

**II. Absentee Ballot Voter's Name (Please Print):**  
Last Name First Name Middle Name (If, Sr., R, JR)  
Absentee Ballot Voter's Domestic Address:  
Street Number Street Name Apt/Unit City/Town Ward Zip Code

**III. Name of family member who delivered the absentee ballot (Please Print):**  
Last Name First Name Middle Name (If, Sr., R, JR)  
Signature Date Signed

**IV. Election Name (check only one and enter date):**  
☐ City or Town Election  
☐ State Special Primary Election  
☐ State Special General Election  
☐ State Presidential Primary Election 09/11/2016  
☐ State General Election 11/06/2016

**V. Proof of Identification (check only one):**  
☐ Government-issued Photo ID  
☐ Identity verified by city or town clerk

**VI. City or Town Clerk signature:**  
Printed Name of Clerk  
Clerk's Signature Date Signed

2017-61





# Absentee Ballots – Best Practices

Rejected reason must be written on the affidavit envelope and also on the Absentee List.

STATE OF NEW HAMPSHIRE – STATE ABSENTEE BALLOT	
<b>Absence from City or Town.</b> A person voting by absentee ballot because of absence from the city or town in which he or she is entitled to vote shall fill out and sign the following certificate: I do hereby certify under the penalties for voting fraud set forth below that I am a voter in the city or town of <u>Anytown</u> , New Hampshire, in ward ____; that I will be unable to appear at any time during polling hours at my polling place because I will be working on election day or will be otherwise absent on election day from said city or town and will be unable to vote in person.	<b>Absence Because of Religious Observance or Physical Disability.</b> A person voting by absentee ballot because of religious observance or physical disability shall fill out and sign the following certificate: I do hereby certify under the penalties for voting fraud set forth below that I am a voter in the city or town of _____, New Hampshire in ward ____; that I will be observing a religious commitment which prevents me from voting in person or that on account of physical disability I am unable to vote in person.
I certify that I have carefully read (or had read to me because I am blind) the instructions forwarded to me with the ballot here enclosed, and that I personally marked the ballot within and sealed it in this envelope (or had assistance in marking the ballot and sealing it in this envelope because I am blind).	
Signature <u>Suzie Sunshine</u> Print Name <u>Susie Sunshine</u>	Signature _____ Print Name _____
<i>The signature on this affidavit must match the signature on the application for an absentee ballot or the ballot may be rejected. A person assisting a blind voter or voter with a disability who needs assistance executing this affidavit shall make and sign a statement on this envelope acknowledging the assistance in order to assist the moderator when comparing signatures on election day.</i>	
I attest that I assisted the applicant in executing this form because he/she has a disability. Signature _____ Print Name _____	
In accordance with RSA 659:34, the penalty for knowingly or purposely providing false information in registering to vote or voting is a class A misdemeanor with a maximum sentence of imprisonment not to exceed one year and a fine not to exceed \$2,000. Falsely registering to vote or voting is subject to a civil penalty not to exceed \$2,000.	

Rejected  
Noted in Person

FORM A

Date Mailed:	Date Requested:
<input type="checkbox"/> State General Election to be held on November 6, 2018	
<b>IV. Applicant's Name (Please Print):</b> <u>Sunshine</u> <u>Suzie</u>	
Last Name First Name Middle Name (Jr., Sr., II, III)	
Applicant's Voting Domicile (home) Address: <u>56</u> <u>Happy Lane</u> <u>Anytown</u> <u>03333</u>	
Street Number Street Name Apt/Unit City/Town Ward Zip Code	
Mail the ballot to me at this address (if different than the above home address)	
Street or PO Box # Street name Apt/Unit City/Town State Zip Code	
Applicant's Phone Number (optional) Applicant's Email Address (Optional)	
Applicant's Signature: <u>Suzie Sunshine</u> Date Signed: <u>7/15/18</u>	
<i>The applicant must sign this form to receive an absentee ballot. The signature on this form must match the signature on the affidavit envelope in which the absentee ballot is returned, or the ballot may be rejected. Any person who assists a voter with a disability in executing this form shall make a statement acknowledging the assistance on the application form to assist the moderator when comparing signatures on election day.</i>	
I attest that I assisted the applicant in executing this form because he/she has a disability. Signature _____ Print Name _____	
Mail/fax/or hand deliver this completed form to your local City/Town Clerk. Visit our website for local clerk addresses and fax numbers: <a href="http://sos.nh.gov">http://sos.nh.gov</a> Track Your Ballot: <a href="https://app.sos.nh.gov">https://app.sos.nh.gov</a> 1/18	





# Absentee Ballots – Best Practices

- ❑ Write on the box or place an extra white seal label on the sealed ballot box that contains all the absentee materials:
- ❑ **“This box contains:**
  - Absentee Ballots**
  - Absentee Applications**
  - Absentee Affidavits**
  - Absentee Rejected Ballots”**
- ❑ Rejected ballots/envelopes should be kept together with a clip or elastic.
- ❑ Rejected reasons **must** be noted on the absentee ballot list **BEFORE** they are sealed in the box.





# Absentee Ballots – Best Practices

- Undeliverable reasons:
  - ✓ Need to have a “Return Date” entered
  - ✓ Select an “Undeliverable” reason
  - ✓ Enter all “Undeliverable” absentee ballots  
“Return Date” & “Reason” in your  
possession prior to Election Day.





# What goes in the Sealed Ballot Box?

## ☐ RSA 659-95

- ✓ Cast Ballots – Regular and Absentee
- ✓ Uncast Ballots – Regular and Absentee
- ✓ Successfully Challenged Ballots
- ✓ Rejected Absentee Ballots w/envelopes
  - Absentee Ballot Request Applications & Affidavits
- ✓ Undeliverable Absentee Ballots
- ✓ Seal the box with the White Sealer Label provided by the Secretary of State & the Red Tape to secure the label and box



# What does NOT go in the Sealed Ballot Box?

- ☐ Absentee Ballot List
- ☐ Rejected reasons are written on the Absentee Ballot List retained by the Clerk





# Absentee Ballot Rejected Reasons

Absentee Ballot Challenged by Another Voter at the Polls on Election Day  
Absentee Ballot Received after Election Day  
Affidavit on the Absentee Ballot Envelope Not Signed  
Affidavit Signature Does Not Match Request  
Already Voted by Absentee Ballot  
Ballot Missing from Envelope  
Envelope Rec'd other than by Mail, Voter, Spouse, Parent, Sibling or Child  
Incomplete Absentee Registration Affidavit  
Incomplete Voter Registration Form  
Invalid Signature on Application for Absentee Ballot  
Missing Affidavit  
Multiple Ballots Returned in the Same Envelope  
No Absentee Registration Affidavit Envelope Returned  
No Written Application for Absentee Ballot Submitted  
Not a Registered Voter  
Spoiled Ballot  
Voted in Person  
Voter Indicated they are no longer eligible for Absentee Ballot  
Voter is Deceased  
Wrong Ballot

Bring the Rejected Reason List to  
the Polling Place





# Absentee Ballot Rejected Reasons

- ❑ If you reject a ballot – you must enter the return date in *ElectionNet*
- ❑ In 2016 General Election:
  - ✓ 151 rejected ballots did not have return dates
  - ✓ Results in HAVA office calling each town/city clerk to enter in the return date for the Federal Reporting





# Voter Registration Forms



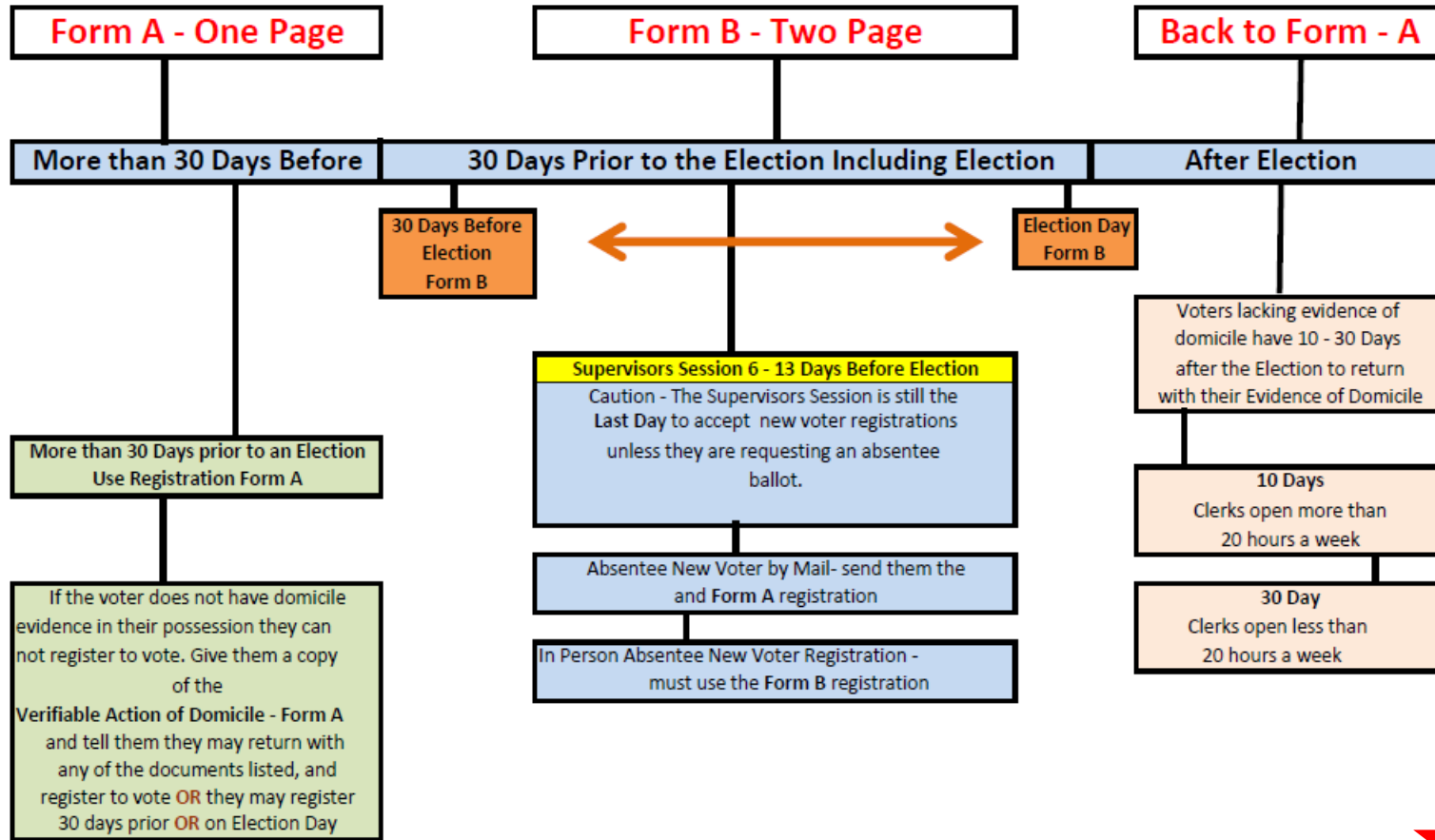
# Voter Registration Forms

- ❑ Two Forms – Form A and Form B
  - ✓\*\*Voter fills out in your office
- ❑ Current July 2017 – *ElectionNet/ Help / Instructions*
- ❑ Do NOT give out blank forms
- ❑ Do NOT post it on your city/town website



# Voter Registration Forms

## SB3 - New Registration Forms Time Guideline





# Voter Registration

## Real “Voter” Registration Questions

- ❖ I have permanent residency and I am not a U.S. Citizen.
- ❖ I have a green card and I am from Japan.





# Voter Registration

## Form A

Use More than 30 days  
prior to any election

- Voter Registration Form A is one page
  - July 2017 – current version
- Available in Help -> Instructions



# Voter Registration

## Form A

PLEASE PRINT OR TYPE			NEW HAMPSHIRE VOTER REGISTRATION FORM		RSA 654:7
1. LAST NAME (including suffix if any)	FIRST NAME	FULL MIDDLE NAME			<b>NEW REGISTRATION</b> - I am NOT registered to vote in NH  <b>TRANSFER</b> - I am registered to vote in NH and have moved my voting domicile to a new town or ward in NH.  <b>NAME CHANGE or ADDRESS UPDATE</b> - I am registered to vote in this town/ward and have changed my name or address.
2. DOMICILE ADDRESS (Street & House (Apt.) Number)	TOWN OR CITY	City Ward	ZIP CODE		
3. MAILING ADDRESS (If different from domicile address)	TOWN OR CITY				
4. PLACE OF BIRTH (Town/City and State)	COUNTRY (If not USA)				
5. a. ARE YOU A CITIZEN OF THE UNITED STATES? YES _____ NO _____ b. IF NATURALIZED CITIZEN, GIVE NAME OF COURT WHERE NATURALIZED (Town/City and State)					
6. PLACE LAST REGISTERED TO VOTE (Street & House (Apt.) Number) (Town or City & Ward) (State and Zip Code) I am NOT currently registered to vote elsewhere (initial here _____). I request that my name be removed as a registered voter in the town/ward where I was previously registered to vote (initial here _____).					
7. NAME UNDER WHICH PREVIOUSLY REGISTERED, IF DIFFERENT				8. PARTY AFFILIATION (if any)	
9. DRIVER'S LICENSE NUMBER	STATE (If not NH)	IF NO VALID DRIVER'S LICENSE, PROVIDE THE LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER _____			
<b>AFFIDAVIT</b>  My name is _____ I am today registering to vote in the city/town of _____, New Hampshire. If a city, ward number _____.  I understand that to vote in this ward/town, I must be 18 years of age, I must be a United States citizen, and I must be domiciled in this ward/town.  I understand that a person can claim only one state and one city/town as his or her domicile at a time. A domicile is that place, to which upon temporary absence, a person has the intention of returning. By registering or voting today, I am acknowledging that I am not domiciled or voting in any other state or any other city/town.  In declaring New Hampshire as my domicile, I realize that I am not qualified to vote in the state or federal elections in another state.  If I have any questions as to whether I am entitled to vote in this city/town, I am aware that a supervisor of the checklist is available to address my questions or concerns.					
I acknowledge that I have read and understand the preceding qualifications for voting and do hereby swear, under the penalties for voting fraud set forth below, that I am qualified to vote in the above-stated city/town, and, if registering on election day, that I have not voted and will not vote at any other polling place this election.  Signature of Applicant _____ Date _____  Received by _____  Approved by _____ SUPERVISOR OF CHECKLIST/REGISTRAR OF VOTERS  In accordance with RSA 659:34, the penalty for knowingly or purposely providing false information when registering to vote or voting is a class A misdemeanor with a maximum sentence of imprisonment not to exceed one year and a fine not to exceed \$2,000. Fraudulently registering to vote or voting is subject to a civil penalty not to exceed \$5,000.  July 2017 Form A					

Form used when it is more than 30 days prior to an election







# Voter Registration

## Form A

- ❑ Applicants who are appearing to register to vote **more than 30 days** prior to **any** election, who possess, but do not have documents with them that will give proof of a verifiable act carrying out their intent to establish domicile;
  - ✓ Are required to retrieve that evidence and return later to register or to bring the proof and register at the polls on election day.



# Voter Registration

## Form A

- ❑ Voters without **Proof of Domicile** coming in to register **prior** to the 30 Day period before an election have three options:
  - ✓ They may come back with some Proof of Domicile prior to 30 day period **OR**
  - ✓ They may come back within the 30 day period prior to the election **OR**
  - ✓ May register Election Day






# Voter Registration

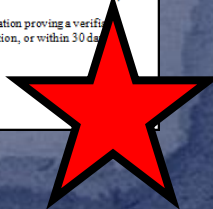
## Form A

❑ See Handout – Verifiable Action of Domicile Form Domicile-A

❑ This is a guide for what you may use as evidence of domicile.

❑ Only one item on the list is required to demonstrate a verifiable act.

TO BE USED AS A GUIDE	
Verifiable Action of Domicile RSA 654:7, V	
	
<p>The following checklist shall be used as a guide for what you may use as evidence and shall be submitted to the town or city clerk along with documentation that you are required to provide. Only one item on the list is required to demonstrate a verifiable act.</p> <p>To establish that you have engaged in a verifiable act establishing domicile, provide evidence that you have done at least one of the following:</p>	
<ul style="list-style-type: none"><li>• <input type="checkbox"/> established residency, as set forth in RSA 654:1, I-a, at an institution of learning at the address on the voter registration form.</li><li>• <input type="checkbox"/> rented or leased an abode, for a period of more than 30 days to include time directly prior to an election day at the address listed on the voter registration form.</li><li>• <input type="checkbox"/> purchased an abode at the address listed on the voter registration form.</li><li>• <input type="checkbox"/> obtained a New Hampshire resident motor vehicle registration, driver's license, or identification card issued under RSA 260:21, 21-a or 21-b listing the address on the voter registration form.</li><li>• <input type="checkbox"/> enrolled a dependent minor child in a publicly funded elementary or secondary school which serves the town or ward of the address where the registrant resides, as listed on the voter registration form.</li><li>• Identified the address on the voter registration form as your physical address on:<ul style="list-style-type: none"><li>◦ <input type="checkbox"/> state or federal tax forms</li><li>◦ <input type="checkbox"/> other government-issued forms or identification – describe form of identification: _____</li><li>◦ <input type="checkbox"/> provided the address on the voter registration form to the United States Post Office as your permanent address, provided it is not a postal service or commercial post office box, where mail is delivered to your home. This can be by listing the address on the voter registration form as your new address on a Postal Service permanent change of address form and providing a copy of the receipt, or an online emailed receipt.</li><li>◦ <input type="checkbox"/> obtained public utility services (electricity, cable, gas, water, etc.) for an indefinite period at the address on the voter registration form, list services obtained: _____</li><li>◦ <input type="checkbox"/> arranged for a homeless shelter or similar service provider to receive United States mail on your behalf. Enter name of the shelter or provider: _____</li><li>◦ <input type="checkbox"/> describe what other verifiable action or actions you have taken to make the address listed on your voter registration form your one voting domicile: _____</li></ul></li></ul>	
<p>If you have no other proof of a verifiable act establishing domicile, and your domicile is at an abode rented, leased, or purchased by another and your name is not listed on the rental agreement, lease, or deed, you are required to provide a written statement, signed under penalty of voting fraud if false information is provided, from a person who is listed on such document, or other reasonable proof of ownership or control of the property, attesting that you reside at that address, signed by that person or his or her agent who manages the property.</p> <p>This verifiable action of domicile form, along with your written statement or other documentation proving a verifiable act, shall be delivered to the town or city clerk, by mail or in person, within 10 days after the election, or within 30 days if the clerk's office is open fewer than 20 hours weekly.</p>	
August 2017 Form Domicile-A	





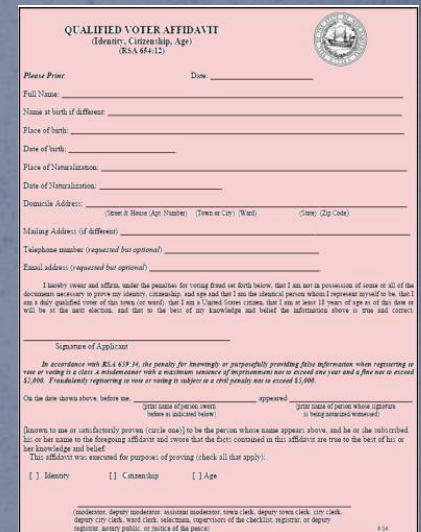


# Voter Registrations

- ❑ **Clerks and Staff – New Voter Registrations**
- ❑ Review each registration to make sure that all information has been filled in
  - ✓ Field by Field read the entire form
- ❑ Look at the country field where they were born.
  - ✓ This appears to be the most vacant field found blank by the supervisors of the checklist.

# Affidavits

- ☐ Domicile Affidavit – No Longer Used
  - ✓ Destroy all blank Domicile Affidavits
- ☐ Qualified Voter Affidavit
  - ✓ Pink Form
- ☐ Highly recommend you print it a color – Any color
- ☐ Where can you find this affidavit?
  - ✓ ElectionNet / Help / Instructions / Qualified Voter Affidavit



**QUALIFIED VOTER AFFIDAVIT**  
(Identity, Citizenship, Age)  
(RSA 664:12)

Please Print: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Name at birth (if different): \_\_\_\_\_

Place of birth: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Place of Naturalization: \_\_\_\_\_

Date of Naturalization: \_\_\_\_\_

Domicile Address: \_\_\_\_\_  
(Street & House, Apt. Number) (Town or City) (State) (Zip Code)

Mailing Address (if different): \_\_\_\_\_

Telephone number (requested but optional): \_\_\_\_\_

E-mail address (requested but optional): \_\_\_\_\_

I solemnly swear and affirm, under the penalties for voting fraud set forth below, that I am not in possession of some or all of the documents necessary to prove my identity, citizenship, and age and that I am the identical person whose I represent myself to be. That I am a duly qualified voter of this town or ward; that I am a United States citizen; that I am at least 18 years of age as of the date it will be at the next election; and that to the best of my knowledge and belief the information above is true and correct.

Signature of Applicant: \_\_\_\_\_

In accordance with RSA 664:12-14, the penalty for knowingly or purposefully providing false information when registering to vote or voting is to incur a misdemeanor with a maximum sentence of imprisonment not to exceed one year and a fine not to exceed \$2,000. Fraudulently registering to vote or voting is subject to a civil penalty not to exceed \$1,000.

On the date shown above, before me, \_\_\_\_\_, appeared \_\_\_\_\_  
your name of person seen before is indicated below      your name of person whose signature is being witnessed below

I have to use or confidentially prove (circle one) to be the person whose name appears above, and he or she authorized her or her name to the foregoing affidavit and agrees that the facts contained in this affidavit are true to the best of his or her knowledge and belief.

This affidavit was executed for purposes of proving (check all that apply):

☐ Identity      ☐ Citizenship      ☐ Age

Notarization: deputy notary, assistant notary, town clerk, deputy town clerk, city clerk, deputy city clerk, ward clerk, selectman, representatives of the clerk, register, or deputy register, notary public, or justice of the peace.

9/14





# Voter Registration

- ☐ Can you use a generic voter registration form that was sent in the mail?
- ☐ No. A person must register to vote in person, through absentee if eligible or with an FPCA.

If you were born before  
or on **9/11/2000**

You CAN register to  
vote for the State  
Primary Election.

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# Voter Registration

- ❑ When entering a new voter that holds the new New Hampshire driver's license you must enter the first 3 letters ex: NHL#####
- ❑ There are different “third” letters for different licenses





# Voter Registration

## Form B

Use 30 days or less prior to ANY election  
and on Election Days


- ☐ Voter Registration Form is 2 pages
  - ✓ **July 2017 – current version**
- ☐ Any voter who possess but do not have documentary evidence of qualifications with them at the polls may register by completing page 2.





# Voter Registration

## Form B

PLEASE PRINT OR TYPE			NEW HAMPSHIRE VOTER REGISTRATION FORM		RSA 659:7	
FOR USE STARTING 30 DAYS BEFORE AN ELECTION AND AT THE POLLING PLACE ON ELECTION DAY						
1. LAST NAME (including suffix if any)		FIRST NAME		FULL MIDDLE NAME		
2. DOMICILE ADDRESS (Street & House (Apt.) Number)		TOWN OR CITY		City Ward	ZIP CODE	
3. MAILING ADDRESS (If different from domicile address)		TOWN OR CITY		STATE	ZIP CODE	
4. PLACE OF BIRTH (Town/City and State)		COUNTRY (If not U.S.)		<b>Supervisor or clerk fill in this information</b>		
5. a. ARE YOU A CITIZEN OF THE UNITED STATES? YES _____ NO _____ b. IF NATURALIZED CITIZEN, GIVE NAME OF COURT WHERE NATURALIZED (Town/City and State)						
6. PLACE LAST REGISTERED TO VOTE						
(Street & House (Apt.) Number)		(Town or City & Ward)		(State and Zip Code)		
I am NOT currently registered to vote elsewhere (initial here _____). I request that my name be removed as a registered voter in the town/ward where I was previously registered to vote (initial here _____).						
7. NAME UNDER WHICH PREVIOUSLY REGISTERED, IF DIFFERENT				8. PARTY AFFILIATION (if any)		
9. DRIVER'S LICENSE NUMBER		STATE (If not NH)	IF NO VALID DRIVER'S LICENSE, PROVIDE THE LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER			
<b>AFFIDAVIT</b>						
My name is _____. I am today registering to vote in the city/town of _____, New Hampshire. If a city, ward number _____.						
I understand that to vote in this ward/town, I must be 18 years of age, I must be a United States citizen, and I must be domiciled in this ward/town.						
I understand that a person can claim only one state and one city/town as his or her domicile at a time. A domicile is that place, to which upon temporary absence, a person has the intention of returning. By registering or voting today, I am acknowledging that I am not domiciled or voting in any other state or any other city/town.						
In declaring New Hampshire as my domicile, I realize that I am not qualified to vote in the state or federal elections in another state.						
If I have any questions as to whether I am entitled to vote in this city/town, I am aware that a supervisor of the checklist is available to address my questions or concerns.						
I acknowledge <u>that I have read and understand the qualifications on this form</u> for voting and do hereby swear, under the penalties for voting fraud set forth below, that I am qualified to vote in the above-stated city/town, and, if registering on election day, that I have not voted and will not vote at any other polling place this election.						
Signature of Applicant _____				Date: _____		
Received by _____						
Approved by _____				SUPERVISOR OF CHECKLIST/REGISTRAR OF VOTERS		
In accordance with RSA 659:34, the penalty for knowingly or purposefully providing false information when registering to vote or voting is a class A misdemeanor with a maximum sentence of imprisonment not to exceed one year and a fine not to exceed \$2,000. Fraudulently registering to vote or voting is subject to a civil penalty not to exceed \$5,000.						

July 2017 Form B	Any applicant NOT in possession of the required forms of Identity, Age, Domicile and/or Citizenship MUST complete Page 2
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July 2017 Form B *Any applicant NOT in possession of the required forms of Identity, Age, Domicile and/or Citizenship MUST complete Page 2*



# Voter Registration

## Form B

- ☐ Applicants for registration **30 days or less** prior to *any* election and **on election day** who possess but do not have documentary evidence of domicile with them may register by acknowledging an obligation to provide that evidence to the Clerk's office following the election **OR** initial they do not possess any evidence of domicile.





# Voter Registration

## Form B

- ❑ If the applicant does not have the necessary documentation to register to vote:
  - ✓ The applicant **must complete** page 2 with the clerks or supervisors guidance telling the applicant what documentation is missing from the form.



# Voter Registration

## Form B – Page 2

**This section is only  
used for DOMICILE**

### NEW HAMPSHIRE VOTER REGISTRATION FORM

-page 2-

I understand that to make the address I have entered above my domicile for voting I must have an intent to make this the one place from which I participate in democratic self-government and must have acted to carry out that intent. I understand that if I have documentary evidence of my intent to be domiciled at this address when registering to vote, I must either present it at the time of registration or I must place my initials next to the following paragraph and mail a copy or present the document at the town or city clerk's office within 10 days following the election (30 days in towns where the clerk's office is open fewer than 20 hours weekly).

By placing my initials next to this paragraph, I am acknowledging that I have not presented evidence of actions carrying out my intent to be domiciled at this address, that I understand that I must mail or personally present to the clerk's office evidence of actions carrying out my intent within 10 days following the election (or 30 days in towns where the clerk's office is open fewer than 20 hours weekly), and that I have received the document produced by the secretary of state that describes the items that may be used as evidence of a verifiable action that establishes domicile.

Failing to report and provide evidence of a verifiable action will prompt official mail to be sent to your domicile address by the secretary of state to verify the validity of your claim to a voting domicile at this address.

**or**

I understand that if I do not have any documentary evidence of my intent to be domiciled at this address, I must place my initials next to the following paragraph:

By placing my initials next to this paragraph, I am acknowledging that I am aware of no documentary evidence of actions carrying out my intent to be domiciled at this address, that I will not be mailing or delivering evidence to the clerk's office, and that I understand that officials will be sending mail to the address on this form or taking other actions to verify my domicile at this address.

I acknowledge that I have read and understand the above qualifications for voting and do hereby swear, under the penalties for voting fraud set forth below, that I am qualified to vote in the above-stated city/town, and, if registering on election day, that I have not voted and will not vote at any other polling place this election.

Signature of Applicant

Date: \_\_\_\_\_

**This section is only  
used for: identity,  
age or citizenship**

**If this form is used in place of proof of identity, age, or citizenship, I hereby swear that such information is true and accurate to the best of my knowledge.**

This form was executed for purposes of proving (applicant shall circle yes or no and initial each item):

Identity	Yes/No	_____ (initials)
Citizenship	Yes/No	_____ (initials)
Age	Yes/No	_____ (initials)

Sworn before:

Officials who may receive the sworn affidavit: moderator, deputy moderator, assistant moderator, town clerk, deputy town clerk, city clerk, deputy city clerk, ward clerk, selectman, supervisor of the checklist, registrar, deputy registrar, notary public, or justice of the peace.

PRINT name of Applicant

Signature of Applicant

**This must be signed by an  
election official if either section  
has been completed**

*In accordance with RSA 659:34, the penalty for knowingly or purposely providing false information when registering to vote or voting is a class A misdemeanor with a maximum sentence of imprisonment not to exceed one year and a fine not to exceed \$2,000. Fraudulently registering to vote or voting is subject to a civil penalty not to exceed \$5,000. In accordance with RSA 659:34-a voting in more than one state in the same election is a class B felony with a maximum sentence of imprisonment not to exceed 7 years and a fine not to exceed \$4,000.*

# Registration Form B – Page 2

- ☐ Supervisors will be able to direct the applicants to this information and inform them of how many days they have to mail or deliver the domicile evidence of proof to the clerk's office.
- ☐ Supervisors will give the voter the Verifiable Action of Domicile – Form B to give them examples of evidence of domicile.
- ☐ There is a template in ElectionNet -> Help -> Instructions -> Verifiable Action of Domicile Clerk 10 Day Template or 30 Day Template
  - ✓ It is a Word document and there are 6 to a page





# Registration Form B – Page 2

☐ Use as label or stamp & affix to back, or cut & attach to Verifiable Action of Domicile

<p>Town/City of _____</p> <p>Proof of domicile must be presented to the town/city clerk within <b>10 days after the election date</b></p> <p>_____/_____/_____</p> <p>Clerk Address: _____</p> <p>Email Address: _____</p> <p>Office Phone #: _____</p> <p>Clerk's Office Hours: _____</p> <p>Monday _____ to _____</p> <p>Tuesday _____ to _____</p> <p>Wednesday _____ to _____</p> <p>Thursday _____ to _____</p> <p>Friday _____ to _____</p> <p>Saturday _____ to _____</p>	<p>Town/City of _____</p> <p>Proof of domicile must be presented to the town/city clerk within <b>10 days after the election date</b></p> <p>_____/_____/_____</p> <p>Clerk Address: _____</p> <p>Email Address: _____</p> <p>Office Phone #: _____</p> <p>Clerk's Office Hours: _____</p> <p>Monday _____ to _____</p> <p>Tuesday _____ to _____</p> <p>Wednesday _____ to _____</p> <p>Thursday _____ to _____</p> <p>Friday _____ to _____</p> <p>Saturday _____ to _____</p>
--	--

**Avery Shipping Labels 5164**  
**Template can be found in:**  
**ElectionNet -> Help -> Instructions->**  
**Verifiable Action of Domicile - Clerk 30 Day**  
**Template or**  
**Clerk 10 Day Template**

<p>Town/City of _____</p> <p>Proof of domicile must be presented to the town/city clerk within <b>10 days after the election date</b></p> <p>_____/_____/_____</p> <p>Clerk Address: _____</p> <p>Email Address: _____</p> <p>Office Phone #: _____</p> <p>Clerk's Office Hours: _____</p> <p>Monday _____ to _____</p> <p>Tuesday _____ to _____</p> <p>Wednesday _____ to _____</p> <p>Thursday _____ to _____</p> <p>Friday _____ to _____</p> <p>Saturday _____ to _____</p>	<p>Town/City of _____</p> <p>Proof of domicile must be presented to the town/city clerk within <b>10 days after the election date</b></p> <p>_____/_____/_____</p> <p>Clerk Address: _____</p> <p>Email Address: _____</p> <p>Office Phone #: _____</p> <p>Clerk's Office Hours: _____</p> <p>Monday _____ to _____</p> <p>Tuesday _____ to _____</p> <p>Wednesday _____ to _____</p> <p>Thursday _____ to _____</p> <p>Friday _____ to _____</p> <p>Saturday _____ to _____</p>
--	--

Town/City of ANYTOWN

Proof of domicile must be presented to the town/city clerk within **30 days after the election date**  
**SEPTEMBER 19, 2017**

Clerk Address: 123 MAIN STREET

Email Address: ANYTOWNTOWNCLERK@GMAIL.COM

Office Phone #: 603-555-0744

Clerk's Office Hours: \_\_\_\_\_

Monday 9 AM to 3 PM

Tuesday 9 AM to 3 PM

Wednesday X to \_\_\_\_\_

Thursday 5 PM to 7 PM

Friday X to \_\_\_\_\_

Saturday X to \_\_\_\_\_



# Registration Form B

- ❑ If the applicant does not have the necessary evidence of Identity, Citizenship or Age (highlighted in pink):
  - ✓ The applicant **must complete** page 2 with the clerks or supervisors guidance telling the applicant what documentation is missing from the form.
  - ✓ Clerks or Supervisors must sign “Sworn before” if page 2 is used for any affidavit.

If this form is used in place of proof of identity, age, or citizenship, I hereby swear that such information is true and accurate to the best of my knowledge.

This form was executed for purposes of proving (applicant shall circle yes or no and initial each item):

Identity	Yes/No _____ (initials)
Citizenship	Yes/No _____ (initials)
Age	Yes/No _____ (initials)

Sworn before: \_\_\_\_\_

Officials who may receive the sworn affidavit: moderator, deputy moderator, assistant moderator, town clerk, deputy town clerk, city clerk, deputy city clerk, ward clerk, selectman, supervisor of the checklist, registrar, deputy registrar, notary public, or justice of the peace.

PRINT name of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

*In accordance with RSA 659:34, the penalty for knowingly or purposely providing false information when registering to vote or voting is a class A misdemeanor with a maximum sentence of imprisonment not to exceed one year and a fine not to exceed \$2,000. Fraudulently registering to vote or voting is subject to a civil penalty not to exceed \$5,000. In accordance with RSA 659:34-a voting in more than one state in the same election is a class B felony with a maximum sentence of imprisonment not to exceed 7 years and a fine not to exceed \$4,000.*

July 2017 Form B

RSA 654:7, IV

This section is only used for: identity, age or citizenship





# Libertarian Party

- ☐ Libertarian Party is now an official party in NH
- ☐ ElectionNet has all the “LIB” updates
- ☐ Do you need to add a “LIB” ballot clerk?
  - ✓ No – RSA 658:2 provides for Inspectors of Election to be chosen from “each state political committee of the 2 political parties which received the largest number of votes cast for governor at the previous general election.”

# UOCAVA Voters





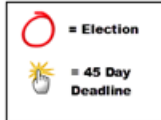
# UOCAVA Information

## 45 Day Deadline

- ❑ What is the 45 Day Deadline?
- ❑ It is the 45<sup>th</sup> day prior to the election.
  - ✓ It is a Saturday.
- ❑ Any requests for absentee ballots from a UOCAVA voter received before this date, must be mailed on or before the 45 day deadline if ballots are available.
- ❑ Continue to send ballots after the 45 day deadline if requests are coming in. RSA 657:15

# UOCAVA – 45 Day Deadline

**U  
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## 2018

**45  
Day  
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N  
E  
S**

July 2018 Calendar

2018 JULY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018 Calendar

2018 AUGUST						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018 Calendar

2018 SEPTEMBER						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
30						

October 2018 Calendar

2018 OCTOBER						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018 Calendar

2018 NOVEMBER						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018 Calendar

2018 DECEMBER						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**July 28, 2018** – UOCAVA 45 Day Deadline for State Primary Election

**September 11, 2018** - State Primary Election

**September 22, 2018** - UOCAVA 45 Day Deadline for State General Election

**November 6, 2018** - State General Election







# UOCAVA – NEW FPCA

## Voter Registration and Absentee Ballot Request

Federal Post Card Application (FPCA)

Print clearly in blue or black ink.

This form is for absent Uniformed Service members, their families, and citizens residing outside the United States. It is used to register to vote, request an absentee ballot, and update your contact information. See your State's instructions at FVAP.gov.

### 1. Who are you? Pick one.

I request an absentee ballot for all elections in which I am eligible to vote AND:

- ☐ I am on active duty in the Uniformed Services or Merchant Marine -OR- ☐ I am an eligible spouse or dependent.  
☐ I am an activated National Guard member on State orders.  
☐ I am a U.S. citizen living outside the country, and I intend to return.  
☐ I am a U.S. citizen living outside the country, and my return is uncertain.  
☐ I am a U.S. citizen living outside the country, and I have never lived in the United States.

Last name	Suffix (Jr, II)	Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male
First name	Previous names (if applicable)		
Middle name	Birth date (MM/DD/YYYY)	/	/
Social Security Number	Driver's license or State ID #		

### 2. What is your address in the U.S. State or territory where you are registering to vote and requesting an absentee ballot?

Your voting materials will not be sent to this address.

Street address	Apt #
City, town, village	State
County	ZIP

### 3. Where are you now? You must give your CURRENT address to receive your voting materials.

Your mailing address. (Different from above)

Your mail forwarding address. (If applicable)

### 4. What is your contact information? This is so election officials can reach you about your request.

Provide the country code and area code with your phone and fax number. Do not use a Defense Switched Network (DSN) number.

Email:	Phone:
Alternate email:	Fax:

### 5. What is your voting preference? Select One.

How do you want to receive voting materials from your election office?  
☐ Mail  
☐ Email or online  
☐ Fax

What is your political party for primary elections?

### 6. What additional information must you provide?

The following need more information: Alaska, Arizona, Puerto Rico, and Vermont. (Ex. Witness signature, proof of residency, etc.) You may also use this space to clarify your voter information. See the Voting Assistance Guide at FVAP.gov.

### 7. You must read and sign this statement.

I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.

Sign here X

Today's date  
(MM/DD/YYYY)

/ /



# FPCA Best Practices

## Federal Post Card Application (FPCA) Best Practices

- Create a "Master File" folder for the current year for all FPCA's received in 2018.
- Create additional folders for each election being held this year, for example:
  - \*Town/City Election, \*State Primary, \*State General, \*State Special
- Make photocopies of the FPCA and place a copy in each of the election folders the UOCAVA voter is eligible for.
- Keep the copy in the Master File.
- Give the original FPCA to the Supervisors of the Checklist per RSA 657:14, RSA 657:19-a
- Generate the "UOCAVA" and "Absentee Ballot" lists.
  - Reports / Voters / UOCAVA
  - Reports / Voters / Absentee Ballots / List (Primary and General)
- Generate the UOCAVA and Absentee lists to reconcile the number of FPCA's in your "Master File" to your ElectionNet UOCAVA list. Your UOCAVA list should match the number of UOCAVA voters on your Absentee List with the exception of the Undeclared UOCAVA voters for the State Primary that did not declare a party.

## I just received an FPCA. What do I do?

- Date stamp the FPCA the day you receive it. This will become the "Request Date" in ElectionNet.
  - Is the voter on your checklist?
    - **Yes.** Flag the voter as UOCAVA. Enter the "start date". The end date will pre-populate with 12/31/2018. RSA 657:19
      - Enter the request for an absentee ballot as a UOCAVA voter.
        - Activities / Elections / Absentee Ballots / Search
    - **No.** If the voter is not a registered voter in your town/city the "Request Date" now becomes the "Registration Date". The FPCA is considered a registration form for UOCAVA voters. RSA 657:2, RSA 657:4 III, RSA 657:19
      - Clerk/Supervisors enter the voter in ElectionNet.
      - Flag the voter as UOCAVA. Enter the "start date". The end date will pre-populate with 12/31/2018.
      - Enter the request for an absentee ballot.
        - Activities / Elections / Absentee Ballots / Search
- Send the ballot without delay. Enter the date mailed in ElectionNet. RSA 657:15, RSA 657:19

## Which ballot do I send, E-mail or Mail?

- In section 1 of the FPCA, the first 3 categories receive a **regular absentee ballot**. RSA 657:19
  - ☐ I am on active duty in the Uniformed Services or Merchant Marine - **OR** - ☐ I am an eligible spouse or dependent.
  - ☐ I am an activated National Guard member on State orders.
  - ☐ I am a U.S. citizen living outside the country, and I intend to return.
- In section 1 of the FPCA, the last 2 categories receive a **Federal Office Only (FOO) ballot**. RSA 657:2
  - ☐ I am a U.S. citizen residing outside the United States, and my return is not certain.
  - ☐ I am a U.S. citizen living outside the country, and I have never lived in the United States.
- A State Federal Office Only **Write-in Ballot** is only used when box 6 is filled in or an addendum is attached and specifically requested by the voter under "special circumstances" where the voter cannot receive and return a ballot within 45 days. After the 45 day deadline these ballots do not apply. RSA 657:10-a
- Email or Mail – FPCA – See Section "5". **Do not hold ballots to send in a group.**







# How to Enter a UOCAVA Voter

☐ A UOCAVA voter does not use a Form A or Form B registration form. The FPCA is all they are required to submit for voter registration.

☐ ElectionNet – More than 30 days prior to any election

1. Did the voter register 30 days or less prior to an election OR on election day?

☐ Yes ☒ No

2. Did the voter provide evidence of domicile?

☐ Yes ☐ No

**Election Date -- Name:**



# How to Enter a UOCAVA Voter

Election*Net* - 30 days or less or election day  
registration

1. Did the voter register 30 days or less prior to an election  
OR on election day?

☒

Yes

☐

No

2. Did the voter provide evidence of domicile?

☒

Yes

☐

No

**Election Date -- Name:**



# UOCAVA Voter Requests

- ☐ Make folder(s) ahead for the year
  - ✓ Hand out of 2018 folders
- ☐ Good for one calendar year, unless otherwise specified.
- ☐ Put one copy in each folder for every election they eligible for:
  - ✓ State Special Primary or State Special General 2018
  - ✓ Town or School Election – 2018
  - ✓ State Primary – September 11, 2018
  - ✓ State General – November 6, 2018





# FPCA Best Practices

- ❑ Run your UOCAVA report to check to see how many UOCAVA Voters are on your list.
  - ✓ Reports -> Voters -> UOCAVA
  - ✓ Uncheck all UOCAVA voters who do not have an “End Date” of 12/31/2018
- ❑ There are 2 pages, including a cover page for the UOCAVA report.

05/02/2018 UOCAVA Voters - [REDACTED]

04/24/2018 UOCAVA Voters - [REDACTED] Page 3

Generated By : [REDACTED]

Name	Voter ID	UOCAVA Start Date	UOCAVA End Date	Party	FOO
WARD : 02					
[REDACTED]	[REDACTED]	08/17/2017	12/31/2017	Republican	<input type="checkbox"/>
[REDACTED]	[REDACTED]	09/13/2017	12/31/2017	Republican	<input type="checkbox"/>
[REDACTED]	[REDACTED]	01/08/2018	12/31/2018	Democratic	<input checked="" type="checkbox"/>

Total Voter : 3



# FPCA – Online – [fvap.gov](http://fvap.gov)

- ☐ Check your clerk information  
Online
- ☐ Clerk - Mail, Contact Number,  
Fax & Email Info
- ☐ If Information is incorrect
- ☐ Email - [Vote@FVAP.gov](mailto:Vote@FVAP.gov)
- ☐ CC: [nhvotes@sos.nh.gov](mailto:nhvotes@sos.nh.gov)





# Candidate Filings – RSA 655:15

- ❑ Official with who to file: “For state representative in a representative district containing one town or ward and for delegate to a state party convention, the clerk of the town or city in which the officer is to be chosen.”
- ❑ Check the party of the candidate on your checklist
- ❑ State Filing period is: June 6<sup>th</sup> – June 15<sup>th</sup>.
- ❑ Each day the clerk MUST mail the “Original” filing form to the Secretary of State’s office.
  - ✓ DO NOT FAX the filing form.
  - ✓ Only the mailed original form is acceptable.
  - ✓ Each filing must have a “Statement of Financial Disclosure” RSA 15-a
- ❑ Clerks should keep a copy of the filing in their office.



## Party Changes Notice

**VOTERS!**  
**Have you checked  
your Party?**

**NO PARTY CHANGES**

**AFTER June 5, 2018 FOR STATE PRIMARY**

- Online: "Voter Information Look-Up"  
<https://app.sos.nh.gov> **OR**
- See posted checklist





# Candidate Filings – RSA 655:15

- ☐ A candidate may file for any one of the three parties:
  - ✓ **Republican,**
  - ✓ **Democratic or**
  - ✓ **Libertarian**
- ☐ If a candidate wishes to file for a party other than, Republican, Democratic or Libertarian:
  - ✓ They must file with the Secretary of State's office.
- ☐ Filing Fee for State Representative is \$2.00 and the fee stays with the town/city.
- ☐ There is no filing fee for Delegate to the State Convention and it is only for the Republican party.





# Candidate Filings – RSA 655:15

- ❑ The last day of filing, the candidate must file in person between the hours of 3 – 5 PM. RSA 652:20
- ❑ The Clerk must be in the office during these hours.
- ❑ Filing Fee for State Representative is \$2.00 and the fee stays with the town/city.
- ❑ There is no filing fee for Delegate to the State Convention and it is only for the Republican party.
- ❑ The filing package should be sent out around the middle of May with all of the forms and instructions from the Main Office.

# Archives & Records Reminder



## ☐ RSA 659:102

- ✓ Within 90 days of the closing of the polls for each regular state general election..."send one of the marked checklists"...to the state archives.
- ✓ Check your checklist for any private information
- ✓ This should be the original – Keep a copy for your office.
- ✓ For towns with a check in and check out checklist – send the check in checklist and keep the copy for your records. They should be retained with the clerk for 7 years.





# Voter History from ElectionNet

- ❑ Voter History is Public Information
  - ✓ It can be viewed on the marked checklist
  - ✓ Marked checklist is the “official” document for Voter History
  - ✓ Clerks should charge a “Per Page” fee for a photo-copy of the marked checklist
  - ✓ Town or City Wide - Electronically it may be generated as an “EHAV-DFE”
    - Electronic History of Active Voters-Disk File Export
    - ElectionNet -> Help -> Instructions -> EHAV-DFE
    - RSA 654:31 applies to voter history requests





# Voter History from ElectionNet

- ❑ Requests for **ONE** voter's history comes from the marked checklists – the “official” document
  - ✓ Do NOT print the screen from “Election History” in ElectionNet for one voter
  - ✓ There is a factor of human error in scanning the voter history, the voter may or may not have voted in an election
  - ✓ The requestor is not allowed to single out one voter for electronic information.



# Checklist Requests

- ❑ ElectionNet must be the source for all checklists
  - ✓ RSA 654:27 now allows supervisors to hold their sessions between 6 – 13 days prior to an election
  - ✓ Checklist is real time – make note when your supervisors are going to have their session
- ❑ Town Clerk keeps copies of all marked checklists
- ❑ Save official checklists locally to your computer for future reference (and security)
- ❑ Reference RSA 654:31 for checklist charges



# AVS – Accessible Voting Sytem one4all



one4all

# Accessible Voting System (AVS)

- Tablet Based
- Open Source - Transparent
- No phone or internet lines
- Any voter may use the AVS
  - ✓ Encourage voters to try the system
  - ✓ System is for all to use
- Working on new voice – not as mechanical
- Do Not wait to turn on the tablet until Election Day



## Accessible Voting System (AVS)

- ❑ Tablet **MUST** be returned Election Night with the Return of Votes Envelope
- ❑ SOS has a small window to reprogram the tablets for the State General Election

### Tips for a Successful Return of the Tablet:

- Undock the Tablet & power the Tablet off.  
(Hold the start button for 12 seconds, until the tablet goes dark.)
- Attach the Portfolio Cover (It attaches magnetically to the tablet.)
- Place the Tablet/Portfolio Cover hinge into the cut out section so the Tablet fits flat in the box.  
(Tablet will easily fit in the box with the yellow asset tag facing upside down.)
- Place the two elastics around the closed box and when ready insert the "Election Returns" envelope under the elastics.  
(NOTE: Two extra elastics have been placed in the bottom of the Tablet box.)
- Deliver the Tablet box and "Election Returns" envelope to the designated State Police location, where both will be returned to the Secretary of State's main office.





# one4all Accessible Voting System (AVS)

- Don't wait until the last minute to test your AVS tablet
- Test them at least a day or so ahead of time so you may contact us if there is an issue.
- It can be very frustrating if they do not work properly as the election is happening. Call us immediately when you know something is not right.
- Keep the voter there if possible so we can walk you through it.





# one4all Accessible Voting System (AVS)

- The AVS set up sequence is vital to its performance.
- Although you may know what cable goes where, they have to be attached in a specific order.
- The set up instructions are available in Help / Instructions / 2016 - Accessible Voting System - Set up Booklet

A collage of five overlapping white cards with yellow headers, each representing a step in the AVS setup process. The cards are tilted at various angles. The first card on the left has a yellow header "STEP ONE" and the text "UNPACK ALL". The second card in the middle has a yellow header "STEP Four" and the text "Remove the 'Folio Cover' from the TABLET. Connect the TABLET to the DOCKING STATION." The third card on the right has a yellow header "STEP Three" and the text "Turn on the Tablet First". The fourth card at the bottom left has a yellow header "STEP Five" and the text "Turn on the Tablet". The fifth card at the bottom right has a yellow header "STEP TWO" and the text "B Ports to the Docking Station".

**STEP ONE**  
UNPACK ALL

**STEP Four**  
Remove the "Folio Cover" from the TABLET.  
Connect the TABLET to the DOCKING STATION.

**STEP Three**  
Turn on the Tablet First

**STEP Five**  
Turn on the Tablet

**STEP TWO**  
B Ports to the Docking Station



# BEST Practice for Elections and Reporting

# Checklist – Best Practices

## NEED FILM?

Last Chance prior to state primary







# Best Practices for Election Day

## **RECRUIT BALLOT CLERKS ALL YEAR LONG**

- Ask every voter who registers to vote
  - ✓ Would you be interested in working the polls on election day?
  - ✓ Make a list with notes of the voter's qualifications
  - ✓ 17 year olds can be election officials RSA 658-7-a
  - ✓ Towns have been very successful with this approach



# Best Practices for Election Day

- ❑ Always run the “Long Tape” Report for Accuvote
  - ✓ For ALL Elections
- ❑ Confidential Voters – Address Moderator’s Procedure
  - ✓ RSA 659:50
- ❑ The role of Supervisor of the Checklist CANNOT be simultaneously combined with the role of Ballot Clerk
- ❑ Encourage Moderators, Selectmen, Clerks to do “drive-bys” of the Ballot Clerks
  - ✓ Note if they are marking “Party” for UND
  - ✓ Note if they are marking the “Out of State” Drivers Licenses





# Checklist – Best Practices

- ❑ If a voter has died after the checklist has been printed,
  - ✓ We highly recommend to put a red line through the voters name and write the word “Deceased”.
  - ✓ The election official performing this process puts their initials next to the word “Deceased”.
- ❑ DO NOT write a date of death or how this information was obtained.
  - ✓ The checklist is a public document. Death information is private.





# Checklist – Best Practices

- ❑ NHVRIN Report – Clerks still need to run for the Supervisors
- ❑ Matched Death Records on the “System Reminders” screen shows *exact* matches only
  - ✓ If there are spelling errors in the name or dates of birth, they will not be matched
  - ✓ Clerks & Supervisors are the best source to know the correct voter information.
- ❑ Print NHVRIN Death report before sessions and on the morning or night before election day.



# Checklist Reminders

## ☐ Ballot Clerk Procedure – Primary

✓ ElectionNet -> Help -> Instructions – 2017 –Ballot Clerk Procedure – Primary or General

## ☐ Out of State Driver's Licenses must be noted on the checklist for ALL elections including town, school and special elections

Town of [REDACTED], NH						
Official Checklist						
Print Date : [REDACTED]/[REDACTED]/2018		[REDACTED] TOWN ELECTION - [REDACTED]/[REDACTED]/2018			Page 1	
Party	Voter Name	Identity	Domicile Address	Ward	Voter ID	Barcode
Ward 00		CVA				
<input checked="" type="checkbox"/> <i>DEM</i> UND	[REDACTED], RYANN W	<input type="checkbox"/>	18 WEST ST 7	00	300156956	
<input type="checkbox"/> UND	<del>[REDACTED], CASSANDRA</del>	<input type="checkbox"/>	<del>42 SYNDICATE ST</del>	00	300071626	
<i>A.V.</i> <input checked="" type="checkbox"/> REP	[REDACTED], CAROLINE	<input type="checkbox"/>	7 GOLF DR	00	047000273	
<input checked="" type="checkbox"/> REP	[REDACTED], DAVID M JR	<input type="checkbox"/> <i>MA</i>	105 S MAIN ST	00	176000180	
<i>LIB</i> <input checked="" type="checkbox"/> UND	[REDACTED], DAVID MERRILL	<input type="checkbox"/>	<del>7 GOLF DR</del>	00	047000274	
SR						



# Checklist Reminders

☐ What is wrong with this Election Day Registration marked checklist page?

## ELECTION DAY REGISTRATION

Check	Party	Name	Address
✓	Rep	Nancy Fowler	1 Aluminum Dr. Anytown
✓	Unde	Melissa Perkins	18 North Anytown
✓	Unde	Brian Spacey	152 Large River Rd Anytown
✓	Rep	Christine French	11 Jay Street Anytown NH
✓	DEM	Patricia Gigantic	502 Lower Street Anytown
✓	UND	Breeze, Harold Donal	Hankie Circle
✓	Rep	Benningham, Steve	32 Cinema Circle

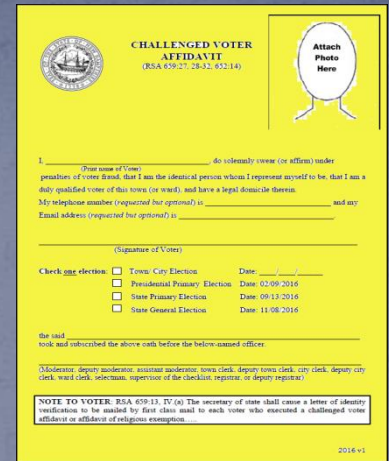




- [illegible]

# Affidavits

- ❑ Challenged Voter Affidavit Form (CVA)
  - ✓ Yellow Form – Can be any color
  - ✓ CVAs do NOT go in the Sealed Ballot Box
- ❑ Attach Photo
  - ✓ See Camera Instructions
- ❑ ElectionNet -> Help -> Instructions



**CHALLENGED VOTER AFFIDAVIT**  
(RSA 659-13, 28-32, 832.14)

1. \_\_\_\_\_ do solemnly swear (or affirm) under penalties of (one) fraud, that I am the identical person whom I represent myself to be, that I am a duly qualified voter of this town (or ward), and have a legal domicile therein.

My telephone number (requested but optional) is \_\_\_\_\_ and my  
Email address (requested but optional) is \_\_\_\_\_

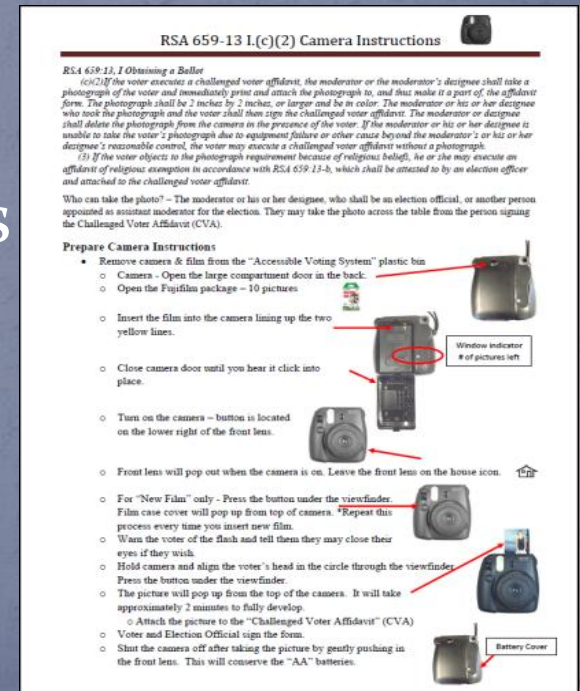
(Signature of Voter) \_\_\_\_\_

Check one election: ☐ Town/City Election Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
☐ Presidential Primary Election Date: 02-09-2016  
☐ State Primary Election Date: 06-13-2016  
☐ State General Election Date: 11-08-2016

I have read and understood the above oath before the below named officers:  
 Moderator, deputy moderator, assistant moderator, town clerk, deputy town clerk, city clerk, deputy city clerk, ward clerk, selectman, supervisor of the checklist, registrar, or deputy registrar.

**NOTE TO VOTER:** RSA 659-13, IV (a) The secretary of state shall cause a letter of identity verification to be mailed by first class mail to each voter who executed a challenged voter affidavit or affidavit of religious exemption.

2014 v1





# Challenged Voter Affidavits

- ☐ HAVA Office has called Town/City Clerks asking them if they have the CVAs on file and how many forms do they have for the 2018 Local elections?
- ☐ Do you have a separate folder for each election?



**33-A:3-a Disposition and Retention Schedule.** – The municipal records identified below shall be retained, at a minimum, as follows:

XXXVIII. **Elections-challenge affidavits by the town clerk**: until the contest is settled and all appeals have expired or 22 months after the election, whichever is longer.





# Challenged Voter Affidavits

- ❑ HAVA Office is reconciling the CVAs for the 2018 Local Elections
  - ✓ Helping with the verification for the Attorney General investigations
  - ✓ We cannot thank you enough for helping with our phone calls. Your willingness to help is overwhelming.



# Challenged Voter Affidavits January through June 2017

- ☐ There were initially 153 CVAs
  - ✓ 118 = Post Card returned by individuals
  - ✓ 20 = Voters recognized by election official in follow-up
  - ✓ 15 = Forwarded to AG for investigation
  
- ☐ It was a “HUGE” success!



# Sworn Statements of Domicile

- ❑ January 1 – June 30, 2017
  - ✓ 338 = Individuals signed Domicile Affidavits
  - ✓ 46 = Envelopes returned by USPS marked “Return to Sender”
    - Of the 46 envelopes returned, 22 were eliminated from further inquiry
      - Address in question was confirmed by credible 3<sup>rd</sup> party or USPS informed they were temporarily away
    - 24 Voters were forwarded to AG for investigation





# Sworn Statements of Domicile

- ❑ July 1 – September 7, 2017
  - ✓ 48 = Individuals signed Domicile Affidavits
    - 43 individuals were determined to possess NH Driver's Licenses
    - 5 Follow-up letters were sent to the remaining individuals
      - 1 individual had an expired NH DL
      - 1 individual was returned as undeliverable
      - 1 individual was referred to the AG



# Sworn Statements of Domicile

- ❑ September 8 – December 31, 2017
  - ✓ 126 = Individuals signed Sworn Statements of Domicile
    - 2 individuals was referred to the AG



# ElectionNet Wish List or To Do List Items Completed








# ElectionNet / Help / Instructions

## They are Growing Every Day!!

**Main Menu:**  
Activities  
Reports  
Inquiries  
**Help**  
Application Overview  
Getting Started  
Activities Help  
**Instructions**  
Upload Instructions  
Inquiries Help  
Logout

  
**ElectionNet**  
Service and Information... Reformed

**Instructions**

Click below for ElectionNet Instructions & Processes

[2015 - Camera Instructions](#)  
[2016 - Accessible Voting System - Set up Booklet](#)  
[2017 - Ballot Clerk Procedure - General](#)  
[2017 - Ballot Clerk Procedure - Primary](#)  
[2018 - Absentee Ballot Application](#)  
[30 Day Letter Process - 2017 v5](#)  
[Absentee - Not Registered to Vote Package 2018](#)  
[Absentee Ballot Insert - 2018 v3](#)  
[Absentee Ballot Label Process - 2018](#)  
[Absentee Ballot List - 2018](#)  
[Absentee Ballot Mail Instructions - Accuvote & Paper](#)  
[Absentee Ballot Process - 2018](#)  
[Absentee Ballot Rejected Reasons 11-2016](#)  
[Absentee Ballot Return Form - 2018](#)  
[Alpha Voter List - Certification Page Template](#)  
[Batching an Election Process - 2018](#)  
[Challenge Form - Asserting A Challenge](#)  
[Challenged Voter Affidavit - 10-2017](#)  
[Checklist - DFE - Disk File Export Instructions 2018](#)  
[Checklist - How to Generate 2018](#)  
[Checklist - New Registered Voter Page Template](#)  
[Clerk Information - Add/Maintain 2017](#)  
[Confidential Voter - New Location](#)  
[Domicile Confirmation Statement](#)  
[Duplicate Voter Process](#)  
[EBCD - Activity Log - Canvas Bag](#)  
[EBCD - Activity Log - Counting Device](#)  
[EBCD - Activity Log - Memory Card](#)  
[EBCD - Activity Log - Persons Having Access](#)  
[EBCD - Standard Operating Procedure](#)  
[EHAV DFE \(Election History of Active Voters Disk File Export\)](#)  
[Election Official Information Required Per RSA 654:45, VII](#)  
[ElectionNet Acronyms & Quick References](#)  
[ElectionNet Reports Most Frequently Used 2018](#)  
[Elections - Guidance from Attorney General and Secretary of State](#)  
[Excel Formatting Instructions for Disk Files 2018](#)  
[FPCA Flow Chart](#)  
[FPCA Form - 2017](#)  
[How to Create Local Election - 2018](#)  
[IE 10 - Allow Software to Run or Install](#)  
[IE 10 and 11 Browser Settings](#)  
[Long Tape Instructions - Accuvote](#)  
[Mailing Labels from ElectionNet 2018](#)  
[NHVRIN Death Records Instructions](#)  
[Oath of Office Template](#)  
[Oaths for Individuals Requiring Assistance in Voting](#)  
[Order of Names on the Ballot - 2017 - Town, School etc.](#)  
[Out of State Chief Election Officials 2/2018](#)  
[Out of State Driver License Batching Instructions](#)  
[Polling Place Information Add/Maintain 2017](#)  
[Purity of Elections Poster - 2017 Challenges](#)  
[Purity of Elections Poster - 2017 Voter Fraud](#)  
[Purity of Elections Poster - 2017 Registering and Voting](#)  
[Qualified Voter Affidavit - 10-2017](#)  
[RAE - Request for Access Form](#)

- ✓ We cannot possibly print out all of these instructions for you.
- ✓ But, YOU can!!

[Registering to Vote in New Hampshire v2](#)  
[Religious Exemption Affidavit](#)  
[Return to Undeclared Template - 2017](#)  
[Returning Voters to Undeclared Process - 2018](#)  
[RSA Tabs for Election Law Book](#)  
[Saying Reports Locally 2018](#)  
[SB3 - Voter Instructions v5](#)  
[Searches - Inquiries & Activities](#)  
[SOS Contact Information 2017](#)  
[Tips and Tricks - Did You Know](#)  
[UOCAVA - How to Email an Absentee Ballot 2018](#)  
[UOCAVA - SB3 Registration Process](#)  
[UOCAVA Affidavit Form for Email - 2018](#)  
[UOCAVA Check & Uncheck Instructions 2018](#)  
[Verifiable Action of Domicile - Clerk 10 Day Template](#)  
[Verifiable Action of Domicile - Clerk 30 Day Template](#)  
[Verifiable Action of Domicile - Form A](#)  
[Verifiable Action of Domicile - Form B](#)  
[Voter History - How to Edit 2017](#)  
[Voter ID Explanatory Document - 2017](#)  
[Voter ID Law Poster 10-2017](#)  
[Voter Information - Public or Private](#)  
[Voter Look-up - Track Your Ballot Poster](#)  
[Voter Registration Form A - 2017](#)  
[Voter Registration Form B - 30 Days or Less Prior to ANY Election](#)  
[Windows 10 - Default to Internet Explorer 11](#)



# Wish List Completed

- ☐ Return to “Undeclared” Report
  - ✓ Updated with “Libertarian” Party
  - ✓ Can now Combine Districts
- ☐ Updated ALL reports & screens to reflect “LIB” party
- ☐ UOCAVA module in the Voter Registration form
  - ✓ Added capability to select Domestic or Overseas



# Wish List Completed

- ☐ Updated DMV License field to reflect new formatting.



NH Driver's License Number





# Wish List Completed

- Return to “Undeclared” Form
  - Updated with “Libertarian” Party
  - ✓ ElectionNet / Help / Instructions
  - ✓ May be enclosed with absentee ballot documents
  - Enter Voter ID Number
  - ✓ Used for an “EDR” who is not on the “Return to UND list.”

UNDECLARED VOTERS <span style="color: red;">300991881</span>	
<u>ELECTION DAY PARTY AFFILIATION CHANGE FORM</u>	
Name: _____	(Print)
Address: _____	
_____	
_____	
I hereby request that my political party registration be changed as follows:	
<del>From:</del> Democrat [ ]    Libertarian [ ]    or    Republican [ ]	
<u>To:</u> Undeclared [ ]	
Signed under the pains and penalties of perjury.	
SIGN NAME: _____	DATE: _____

# Wish List Completed

- ❑ In City wards only, the Suffix A and Suffix B fields were holding the data between address ward changes.

**Residence Address:**

Search Street Name  
ELM CT

Street Number

Address Line 2

Postal City/Town  Postal State  Postal/Zip Code

Geo Code Longitude  Geo Code Latitude

☒ Ward Change

Suffix A  Suffix B

Street Name  Unit

Residing City/Town  State

NASHUA NH

03060

ELM CT

NASHUA

NH

03060

Search

Geo Code Longitude

Geo Code Latitude

# Wish List Completed

- ❑ NHVRIN Matched Death Records
  - ✓ Matching exact first and last names
  - ✓ And DOB
  - ✓ No longer will the system send another town's death notice - UAT

Reminders

Reminders

Review

There are 315 Voters Who Have Moved out of your City/Town.

Review

There are no items in my Correspondence Batch at this time.

Review

There are 156 Voters Pending Supervisor Approval.

Review

There are 250 Pending Removal Voters.

Review

There are no Matched Department of Corrections Records.

Review

**There are 75 NHVRIN Matched Death Records.**

Review

There are no new legal notices.

Review

There are no NCOA voters whose NCOA type need to be assigned.

Review

There are no NCOA voters whose Return type need to be assigned.

Review

There are no NCOA Notices which are to be printed at this time.

Review

There are no SSN Results to be Validated.

NHVRIN Matched - Death Records					
Voter Id	Name	SSN	Residence Address	Date Received	Compare
10000000	BAIL, RONALD LOREN	0000	217 PINEBROOK PLACE, MANCHESTER, NH 03109	04/18/2018	<a href="#">Compare</a>
10000001	BIL, MARCELLO JAMES R	0000	84 VARNEY ST, MANCHESTER, NH 03102	04/18/2018	<a href="#">Compare</a>
30000003	BIL, LUTHER MARCEL R	0000	160 HUNTINGTON AVE, MANCHESTER, NH 03109	04/18/2018	<a href="#">Compare</a>
10000003	BORGES, JORGE L	0000	1276 HANOVER ST, MANCHESTER, NH 03104	04/18/2018	<a href="#">Compare</a>
30000002	BUTTS, STEPHANIE JANE	0000	68 SULLIVAN ST APT 6, MANCHESTER, NH 03102	04/18/2018	<a href="#">Compare</a>
10000001	C, RONALD JAMES	0000	581 VARNEY ST, MANCHESTER, NH 03102	04/18/2018	<a href="#">Compare</a>
10000002	C, JACQUELINE CLAUDETTE L	0000	63 JOLIETTE ST, MANCHESTER, NH 03102	04/18/2018	<a href="#">Compare</a>
10000001	C, CHRISTOPHER JACQUES R	0000	206 CALEF RD, MANCHESTER, NH 03103	04/18/2018	<a href="#">Compare</a>
10000003	C, JEFFREY MARCEL JR	0000	1276 HANOVER ST, MANCHESTER, NH 03104	04/18/2018	<a href="#">Compare</a>
10000007	C, JAMES JAMES R	0000	355 TORY RD, MANCHESTER, NH 03104	04/18/2018	<a href="#">Compare</a>

1

2

3

4

5

6

7

8

Next 10

<< Go to Page No.

Back

Print List





# Wish List Completed

- ☐ Inquiries / Voter Registration
- ✓ Search City/Town
  - Scan/Print
  - Print Wallet Card

## VERIFICATION OF VOTER REGISTRATION

SUNBORNTON, NH

This is to verify that

SUSAN DODGE  
83 A 1/4 STEELE HILL RD 6C

is a registered voter in the Town of SUNBORNTON,  
County of BELKNAP, State of New Hampshire,  
United States of America. In witness whereof, I have  
hereunto set my hand and affixed the seal of the Town of  
SUNBORNTON, NH.

City/Town Clerk

Citizen's Signature

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Main Menu:**  
Activities  
Reports  
**Inquiries**  
Voter Registration  
Voter Absentee Ballot  
Voter Election History  
Voter Change Audit  
Voter Petition History  
Clerk Information  
Archived Voters  
30 Day Letter  
Help  
Logout


**Inquiry Voter Registration**

Search Type: ☒ City/Town ☐ Statewide

**Voter Identifiers:**  
Voter ID:  Legacy ID:  NH Driver's License No.:  SSN:

**Search Name:**  
☒ Current ☐ Previous  
Last Name:  First Name:   
Date of Birth:  -  -

**Search Address:**  
☒ Current ☐ Previous  
City/Town:  Search Street Name:  Search

  
**ElectionNet**  
Service and Information... Reformed  
©2005 - 2006 PCC Technology Group. All rights reserved.

**Select Voter - Inquiry Voter Registration**

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Party	Ward
<input checked="" type="checkbox"/>		DODGE	SUSAN				83 A 1/4 STEELE HILL RD 6C, SUNBORNTON, NH		UND	00

1

Note: If status is blank, that implies the voter status is Active

**Voter Registration/Change- Final Activity**

**Voter Name:** SUSAN DODGE **Voter ID:**

**Print/Scan Options**

1  1



# Wish List Update Reminders

- ☐ 30 Day Letters – Updated entire process
- ☐ System Reminders
  - ✓ Moved out of City/Town
    - Added “Print List” button
  - ✓ Pending Removal shows reason
- ☐ CVA report shows election it was signed for
- ☐ Petition Module
  - ✓ Updated to report by alpha of last name
- ☐ Print Voter Registration Card – Updated to reflect current status

# Bar Code Scanners

- ❑ Reports / Elections / Barcodes
  - ✓ New Bar Code Scanners – Purchased by Town or City
    - Same Scanners
    - Use Code 39
    - If the scanner beeps when plugged in, it is working
    - Not scanning
      - Quality of Paper
      - New Toner supplier
      - New Printer

Bar Codes - Not for public disclosure Page 1  
User ID : 0000000000

Encoding Type : 128

Republican = R	Democratic = D	Unknown = U
		
Absentee or CVA = Y	Regular or CVA = N	
		

Encoding Type : 39

Republican = R	Democratic = D	Unknown = U
		
Absentee or CVA = Y	Regular or CVA = N	
		





# Voter Information Look-Up

❑ Voters may view their absentee ballot information:

- ✓ Date requested
- ✓ Date mailed
- ✓ Date returned
- ✓ Rejected Reason

State of New Hampshire  
Voter Information Look-up  
Absentee Ballot - Party - Polling Place

SCS Home | Absentee Ballot Search | Party Information | Polling Place Search | Clerk Information Search | State List - Clerks & Polling Places

Absentee Ballot Search

Town or City:

First Name:

Last Name:

DOB:  Month  Day  Year

Information entered above should be as it appears in the statewide voter registration database.

K62 HH

Enter the security code shown\* (Not case sensitive)

\* Indicates required information

Search Clear

❑ Check their party or ward

❑ Students may use to prove they are registered

❑ Polling place

❑ Clerk information

❑ Link to the Secretary of State's Website

❑ It takes 24 hours for the information to Update in Voter Information Look-Up

State of New Hampshire  
Voter Information Look-up  
Absentee Ballot - Party - Polling Place

SCS Home | Absentee Ballot Search | Party Information | Polling Place Search | Clerk Information Search | State List - Clerks & Polling Places

Polling Place Search

Town or City:

By Registered Voter ☐ By Street Address ☐

First Name:  Street Name:

Last Name:  Street Range:

DOB:  Month  Day  Year

Information entered above should be as it appears in the statewide voter registration database.

K3 T23

Enter the security code shown\* (Not case sensitive)

\* Indicates required information

Search Clear



ElectionNet -> Help -> Instructions

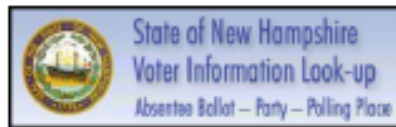
## TRACK YOUR BALLOT

**Voters:** check your party, find your polling place, and more...

**Absentee Voters**

Track your ballots on:

<https://app.sos.nh.gov>





# NHVRIN Voter Checklist Death Records

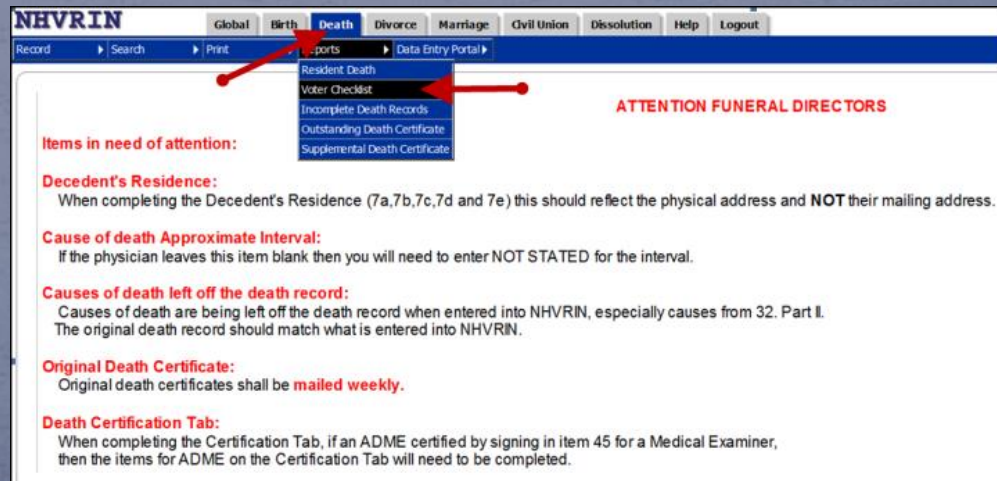
## RSA 654:37:

Upon receipt of official notice of death, the supervisors shall examine the checklist; and, if the name of said deceased person appears thereon, it shall be removed.



# Official Notice of Death

- ❑ EPM procedure (Page 87)
- ❑ While RSA 654:37 does not define “an official notice of the death,” we consider such a notice to be:
  - ✓ a copy of a death certificate,
  - ✓ burial permit or
  - ✓ a “Voter Checklist” report generated by the clerk from the New Hampshire Vital Records Information Network (“NHVRIN”).



**NHVRIN** Global Birth **Death** Divorce Marriage Civil Union Dissolution Help Logout

Record Search Print Reports Data Entry Portal

Resident Death  
Voter Checklist  
Incomplete Death Records  
Outstanding Death Certificate  
Supplemental Death Certificate

**ATTENTION FUNERAL DIRECTORS**

**Items in need of attention:**

**Decedent's Residence:**  
When completing the Decedent's Residence (7a,7b,7c,7d and 7e) this should reflect the physical address and **NOT** their mailing address.

**Cause of death Approximate Interval:**  
If the physician leaves this item blank then you will need to enter NOT STATED for the interval.

**Causes of death left off the death record:**  
Causes of death are being left off the death record when entered into NHVRIN, especially causes from 32. Part II. The original death record should match what is entered into NHVRIN.

**Original Death Certificate:**  
Original death certificates shall be **mailed weekly**.

**Death Certification Tab:**  
When completing the Certification Tab, if an ADME certified by signing in item 45 for a Medical Examiner, then the items for ADME on the Certification Tab will need to be completed.



# Help Desk

- ❑ Don't waste more than 10 minutes trying to figure out a problem.
- ❑ Call us as soon as you know you are not achieving your expected result.
- ❑ ElectionNet -> Help -> Instructions has been updated with new information.
- ❑ Take a minute to see what's new, so if you can't reach us, the answer may be at your fingertips.



# Intro Training Stats

- ❑ 2015 – 10 Classes = 180
  - ❑ Attendees = 139
  - ❑ 77%
- ❑ 2016 – 9 Classes = 162
  - ❑ Attendees = 116
  - ❑ 72%
- ❑ 2017 – 10 Classes = 190
  - ❑ Attendees = 127
  - ❑ 71%
- ❑ 2018 = 11 Classes = 198
  - ❑ 90%

**4 Years of Stats**  
**720 = Possible**  
**Seats**  
**560 = Filled**  
**78% Attendance**  
**Rate**





# All Training Stats

- 2007 through 2018
  - ✓ 2007, 2008 & 2009 have some missing election law training numbers
- Overall Training for these years is:
  - ✓ 14,582
- ElectionNet Training Alone was:
  - ✓ 2,360



# KUDOS

- ❑ Thank you to all that participate in the State training programs that continue to educate you and your staff to better serve your community.
- ❑ Continuing to improve your knowledge of election laws and procedures will allow the process to flow more smoothly and eventually lessen stresses.
- ❑ We are here at the HAVA Help Desk to help you succeed with bettering your knowledge of ElectionNet.

Thank you for all  
the work you do!

